

Workforce Planning Committee

The Workforce Planning Committee has been established to review and approve filling new and existing vacancies. The committee will meet the first Thursday of every month. The information listed below must have VP level approval and be submitted to the Committee prior to the monthly meeting (1st Thursday of Month). The Workforce Planning due dates are:

- 2 weeks prior to the monthly meeting to refill existing positions- same duties (1 wk HR review/1 wk WFP committee review)-FILL
- 3 weeks prior to the monthly meeting to fill new or structured/chg duties (2 wks HR review/1 wk WFP committee review)-NEW or RE-FILL
- Allow up to a week to get all approved positions posted

Please include the following:

1. A brief overview of what you are requesting.
2. Answers to the following questions:
 - a. How specifically does filling this position help advance the Strategic Plan?
 - b. How will students be negatively impacted if you do not fill this position?
 - c. What alternatives to filling this vacancy have you considered?
 - d. Could you fill this position at a lower level?
 - e. What would you have to stop doing if this position was not filled?
 - f. Does this position intersect with any other units on campus? Please describe.
3. Organizational Chart
4. Performance Program
5. Job Description
6. Recruitment Packet (professionals only)

Information on how you arrived at proposed salary and title is encouraged. Incomplete submissions will not be reviewed. Complete submissions approved at the VP level by the appropriate deadline will be placed on the WFP docket for review. After the deadline, any VP approved positions will be automatically placed on the next month's docket. You can request WFP approval prior to a position becoming vacant if you know it is coming. Human Resources will review the classification and compensation of each position. Any modifications will be noted in the Comments section after approval.