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 be submitted to the Committee one week prior to its monthly meeting. An online form will be available shortly and should better streamline the process. In the meantime requests to fill a position will need to be submitted to Noelle Angelozzi (nangelozzi@albany.edu).

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)
7. Vice President or equivalent approval (HRM-1)
8. Human Resources approval of proposed title and salary
   - Allow minimum of one week for HR review of existing positions
   - Allow minimum of two weeks for HR review of new or restructured positions
   - Including information on how you arrived at proposed salary and title is encouraged

Incomplete information packets will not be reviewed.