**PERSONNEL ACTIONS APPROVAL PROCEDURES**

Only those positions/personnel actions aligning with critical strategic needs and essential services operations will be permitted to proceed. “Critical needs” requests will be reviewed by a Personnel Actions Approval Committee (PAAC) for a final recommendation to the Senior Vice President for Finance and Administration. If a critical needs request is approved, the Department for Human Resources and respective division head and department head will receive notification.

Job searches currently in progress are exempt from this rule only if the “Request to Fill” requisition form in Interview Exchange (the University’s talent management system) has been approved by the senior divisional officer as of October 23, 2017.

Separate from the above, the following new personnel transaction types are temporarily suspended until further notice:

* Position reclassification requests
* Requests for market/internal equity salary adjustments
* Salary increases proposed for modified/added duties
* Temporary rate increases
* Monthly stipends associated with extra duties

The following items have been noted as exceptions:

1. Part-time faculty appointments and overload stipends are necessary to deliver instruction.  The Provost will ensure that these personnel actions will be reviewed carefully by his staff and are consistent with everyone’s expectations of delivering instruction efficiently and in a cost effective manner.
2. Exceptions to the stipends freeze will be made for contractual agreements including those covered in faculty hiring letters and for interim department head appointments.
3. Salary adjustments associated with promotion and tenure or degree completions are set by policy and will not be subject to additional reviews or approvals.
4. Stipends being paid based on previously agreed upon approvals will continue to the end of the fiscal year.

**The form attached is to be submitted to The Dean’s Office with a justification of criticality to fill each position requested.**

Per Academic Affairs:

As a reminder, and as defined in the Personnel Actions Approval Procedures, a “critical need” is as follows:

1. Not filling the position will take the University out of compliance with external regulatory requirements or accreditation standards.
2. The work of this position is essential to the University’s capacity to:
	1. Implement specific strategic and/or defined goals or initiatives
	2. Reorganize in a way that results in net on-going cost savings
	3. Improve recruitment, retention and graduation of students
	4. Address essential services and functions

If your review has determined that this position can be categorized as a “critical need” please provide documentation indicating that the aforementioned requirements have been met.  Additionally, so this office can fully evaluate the need with an eye toward recommending this action to the newly formed PAAC, please use your documentation to address the following:

* Can the duties of the referenced position be realigned to such an extent that another position can be eliminated resulting in a net reduction in positions / people?  Explain.
* How will work / responsibilities of the referenced position be accomplished if approval cannot be granted?
* How can technology or outsourcing be used to streamline / automate processes and impact the need for this position?
* Describe options that have been considered for consolidating duties, sharing resources and/or reassigning tasks to cover the duties of this position within or outside of your unit?
* What metrics are used to measure work volume and impact?  What will be the impact on those metrics if this position is not approved?

Any positions that are being requested to search, must first be approved by your corresponding Dean / Director / Associate Vice President.  That office will then electronically submit all information to Provost@wku.edu (along with its statement of approval / endorsement).  Upon receipt, this office will complete its review and follow up with you as necessary.  If approval is granted for your position request, it can then be submitted through Interview Exchange (IE). The PAAC will then begin their review of the IE request by evaluating your responses to the questions noted above.

CHHS Specific Steps:

1. Department Head will fill out the following form and include justification.
2. Email the attached form and back up documentation to Neale.chumbler@wku.edu and cc Deirdre.greene@wku.edu .
3. The Dean will review and if approved- Deirdre will forward to Provost Email and copy Department Head. If not approved, an explanation of follow up action will be sent to Department Head.
4. If approval is granted by Provost’s Office, it can then be submitted through Interview Exchange (IE).
5. The PAAC will then begin their review of the IE request by evaluating your responses to the questions noted above.

**PERSONNEL ACTIONS APPROVAL FORM**

Per the Personnel Actions Approval Procedures Instated October 16, 2017, I would like to submit the following vacancy for approval.

Department/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Number

Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terms of Employment

Source of funding

**Criticality of the position: (to be filled in by DH/Director)**

*A critical needs request must make a clear and convincing case for meeting at least one of the general criteria considered appropriate for an exception as follows:*

* 1. *Not filling the position will take the University out of compliance with external regulatory requirements or accreditation standards.*
	2. *The work of a person to fill a position is essential to the University’s capacity to:*
		1. *Implement specific strategic and/or defined goals or initiatives.*
		2. *Reorganize in a way that results in net on-going cost savings.*
		3. *Improve recruitment and retention of students.*
		4. *To address essential services and functions.*

Position approved for search as:

 Waiver NTE 6 Months

 Approved in Prior Staffing Plan

 Position is vital to program and is supported by Revenue Funds

Neale Chumbler, Dean, CHHS

Attachment (Justification of Critical Needs)