October 1, 2015

Clayton State University Administrators
and Hiring Officials
2000 Clayton State Boulevard
Morrow, Ga. 30260

RE: Preparations for FY17- Modified Critical Vacancy Process

Greetings:

The University is currently engaged in preparing for its FY17 budget hearing with the Chancellor and his staff. As a part of that process, we are required to complete various documents as part of our submission. This year, we have been asked to plan for a potential cut to our state appropriation budget for FY17. FY17 covers the time period from July 1, 2016-June 30, 2017.

In order to plan for the potential reduction in state funding, we have modified the documentation that we have previously utilized to evaluate the filling of positions on campus-Critical Vacancy Form.   Starting Thursday, October 1, 2015, requests for position replacements will be reviewed through a modified critical vacancy process.

I have attached a copy of the requirements associated with that modified process that will be used beginning today. We appreciate your understanding and assistance as we devise ways to address potential budget adjustments for FY17. We will reevaluate the process in early 2016.

Sincerely,

Corlis Cummings
Vice President for Business and Operations

Enclosure

cc: Narem Reddy
    Scott McElroy
    Tom Gausvik

CLAYTON STATE UNIVERSITY
CRITICAL VACANCY/POSITION CRITICAL HIRING PROCESS
OCTOBER 1, 2015

Effective October 1, 2015, Clayton State University has implemented modifications to the university's position replacement process to address potential FY 17 budgetary issues. Below are the steps to be followed in filling vacant positions at CSU.

Applicable To: All Benefits-Eligible Regular Faculty and Regular Staff Positions at 20 or More Hours.

Administrative Process Steps to Follow:

1. Deans/Department Heads/Directors will provide written justification to fill critical vacancies to their VPs for existing positions which have no title and or grades changes to them. The "Request to Fill a Critical Personnel Vacancy" form must be completed and submitted with the appropriate documentation as specified on the form. *[Note: If positions are to be redefined or reclassified e.g. title/grade change, HR should be contacted first.]*

2. Vice Presidents will schedule time to formally present to the Cabinet the written justification including proposed salary for filling a critical vacancy/position.

3. If the request to fill a critical vacancy is recommended by the Cabinet and approved by the President, the President's Office will forward the approved documentation to HR for processing.

4. HR will post the critical vacancy/positon and coordinate the preparation of all hiring paperwork with the hiring manager.

5. Hiring managers will follow the normal CSU processes, and HR will review and approve the qualifications of candidates and specific salaries.

6. Normal new hire on-boarding processes will be followed by the hiring unit and HR.

NOTE: These requirements do not currently include temporary, hourly paid or grant-funded positions, part-time faculty, or positions funded by external sources. The hiring of these positions will be handled per normal processes by HR jointly with the departments in question.

CLAYTON STATE UNIVERSITY

Request to Fill a Critical Personnel Vacancy

1. **Division:** _____

2. **Department:** _____

3. **Estimated Hiring Date:** _____

4. **Replacement:** _____ **New Position:** _____

    a. **Is this a Tenured Position: Yes _____ No _____**

    b. **Is this a Tenure Track Position: Yes _____ No _____**

5. **Contact Person:** _____

6. **Contact Phone:** _____

7. **Justification Statement: (Attached additional pages as needed)**

   Critical impacts associated with any delay in hiring (program or funding loss, time sensitivity of need, number of current positions doing the same job, etc.)

8. **Additional Required Documentation: (Please attach to this form.)**

    a. Attach current position/job description with percentages of time for each major duty/responsibility

    b. Attach new position/job description with percentages of time for each major duty/responsibility

    c. Attach current organization chart

    d. Attach new organization chart (Note: Identify the changes)

Submitted by: _____ _____ **Date:** _____

Divisional Approval: _____ **Date:** _____

President's Approval: _____ **Date:** _____