



Effective December 15, 2019, VSU will be implementing the Board of Regents required strategic Critical Hiring Process to prepare for possible impending cuts at the state level. Below are the steps to be followed in filling any new or vacant positions that have a starting salary of \$40,000 or more.

Applicable to: Positions that are benefits eligible, regular, tenured or tenured track, or established to work 20 hours or more.

Excluded: Positions that are temporary, part time, limited term, temporarily funded, positions filled on grant monies by external sources or positions with a starting salary of less than \$40,000.

Positions that have been vacant for more than a year will not be considered for filling at this time.

Process:

Deans, Department Heads, Directors or Hiring Managers will utilize the justification form to confirm that other options were considered but were not found to be viable.

This Justification Form will accompany the PAR form. Both the CBO and President or his designee will need to sign off on the Justification Form.

If the justification is accepted and signatures are obtained, the justification will be used by HR to complete the system level survey and send the formal request to the system office.

If the request is denied at the system level, HR will work with Cabinet leadership to develop interim measures and determine next steps.

If approved at the system level, HR will post the critical vacancy/position and coordinate all hiring steps. Both the justification form and System level form will need to be attached to all related hiring actions for the position.

The Requester will be notified of the decision in writing by HR. **The requester/department should not take any recruitment or hiring action on the position until contacted in writing by HR.**

All other standard hiring and onboarding processes will be followed.