

## POSITION REVIEW PROCESS

Staff:

- 1) Complete Vacancy Request form for all positions and submit to CAO. All requests must include the most recent job description and org chart or requests will be returned to the department.
  - All Positions - New and replacement positions
  - All statuses - Full/Part-time, Per diem, Short term/limited, Contract
  - All Actions - Recruitment, Reappointment, Extensions, Waiver of recruitments, Internal Promotions, Rehire Retiree
  - \*\* TES requests do not need to be approved by the Vacancy Committee.
- 2) Once form is complete, all forms and attachments are submitted to HR Director (referred to as HRBP on form) via email to [CAES-Vacancy-Requests@ucdavis.edu](mailto:CAES-Vacancy-Requests@ucdavis.edu). Any details specific to the request such as if a contract has or will expire soon, must be included in both the request form and email text to ensure proper review.
- 3) HR Director (HRD) will then review for completeness and all needed attachments. HRD and Penny will review and make recommendations that will be presented to Policy Council.
- 4) HRD will take all recommendations to Policy Council for review on Fridays. All requests must come from HRD or they will not be reviewed.  
If approved by Policy Council, HRD submits approved paperwork to the HR Vacancy Review committee for final review. The HR Vacancy Review committee meets weekly on Thursdays to review all requests.  
If position is not approved by Policy Council, the submitting department will be notified by HRD and if further information is required, it can be provided by the department for reconsideration.
- 5) Once decision from HR Vacancy Review committee is made, HR informs HRD and HRD informs department.
  - If position is approved, recruitment (or other action) will begin. Recruitment will be notified by the Vacancy Review committee and may reach out to you prior to HRD.
  - If position is not approved, department may provide additional information to be reconsidered at the next HR committee.

### **Timelines / Reminders**

- For consideration at the standing Friday Policy Council meeting, all requests must be received **no later than Wednesday at 5pm** to allow for review of content and funding.
- All requests approved at Friday's meeting will be forwarded to the HR Review Committee. Once HR has reviewed and approved/denied, HRD will inform the department. \*\*The HR Committee reviews requests weekly on Thursday afternoons.\*\*
- Requests not approved or in need of further information by Policy Council will be sent back to department to be reviewed at a subsequent Policy Council meeting.
- Please allow up to 2 weeks to move through the entire review process.
- Remember to watch your contract end dates. Due to processing timelines, contracts about to or that have expired may not have the ability to be expedited.
- Due to the large number of vacancy requests, only status requests from department CAOs and DiSSC staff will be answered. All others will be forwarded back to the department to address.