

FILLING A STAFF VACANCY

All AESES, IUOE, and CMP positions that are funded through the University's operating budget require approval from the **President's Office** before they can be filled or extended.

This applies to:

- All **continuing, casual, term, and temporary** positions—regardless of length.
- Any **extensions** to term or temporary positions.

Note: This process does **not** apply to **grant-funded positions**.

Steps to Complete a Vacancy Management Request

1. Prepare Required Documents:

- a. Complete the **Staffing Justification** form.
- b. Complete the **Request to Fill or Request to Extend** form.
- c. Attach the **classified position description**.

2. Obtain Signatures:

- a. The **Hiring Manager** fills out and signs the forms, then forwards to their **Dean/Director**.
- b. If the **Dean/Director** is also the Hiring Manager, only one signature is needed.
- c. The **Dean/Director** sends the package to the appropriate **Vice-President**.

3. Review and Approvals:

- a. The **Vice-President** reviews and signs, then forwards the package to the **Director, Budget Administration – Financial Services**.
- b. The **Director** reviews, signs, and forwards to the **Vice-President, Finance & Administration (VPFA)**.
- c. The **Executive Assistant to the VPFA** logs the request and adds it to the **President's agenda**.

4. Decision and Notification:

- a. Once reviewed by the President's Office, **Human Resources** and the **Hiring Manager** will be informed of the outcome and how to proceed.

Key Points to Include in Justification:

Ensure the following are addressed in your Staffing Justification form:

- Any **legislated or statutory** duties of the position.
- How the position **directly supports students**.
- Whether the position provides a **net positive contribution** to the University's budget.

Need Help?

Please contact your **Human Resources Consultant** for assistance with this process.

Approvals Required:

Union	Position Type	Approval Required
AESES	Continuing	President's Office
	Term (3 – 18 months)	President's Office
	Temporary (≤ 3 months)	President's Office
	Temporary extensions	President's Office
	Casual	President's Office
	Student	President's Office
IUOE	Continuing	President's Office
	Term (≤ 6 months)	President's Office
	Casual	President's Office
CMP	Continuing	President's Office
	Term (3 – 18 months)	President's Office
	Temp (≤ 3 months)	President's Office
UWFA – CAS	Contract	Deans
UWFA – RAS	Tenure-Track	Provost & Vice-President Academic
	Term	Provost & Vice-President Academic
UWFA - Collegiate	Tenure-Track	Provost & Vice-President Academic
	Term	Provost & Vice-President Academic
PSAC-AC	Tutor 1 & 2	Deans
	Marker 1 & 2	Deans
	Teaching Assistant	Deans
	Lab demo	Deans
PSAC – RC	Research Assistant	N/A
	Research Associate	N/A
PSAC – ELP	Contract	Provost & Vice-President Academic