

VACANCY MANAGEMENT PROCESS

All AESES, IUOE, and CMP positions that are funded through the University's operating budget require review and approval **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 positions funded by **research grants**.

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 **position description**, must have been classified within last 2 years.

2. Obtain Signatures:

- a. The **Hiring Manager** fills out and signs the forms, then forwards to their **Dean/Director** for approval.
- b. If the Dean/Director is also the Hiring Manager, only one signature is needed.
- c. The completed package is sent to the **Executive Assistant, HR**.

3. Review and Approvals:

- a. **Human Resources** will conduct a comprehensive review, including confirming budget with the **Director, Budget Administration**.
- b. Existing positions will be approved by **VP, Finance & Administration** and **AVP, Human Resources**
- c. New positions will be approved by **PEPP (President's Executive Priorities and Planning)**

4. Decision and Notification:

- a. **Human Resources** will inform the **Hiring Manager** and **Dean/Director** of the outcome.

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 and/or the operations of the University**.
- 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.