

**Appendix N.
Senior Leadership Team
Vacancy Review Form**

Vacancy Review is a term that permits the Senior Leadership Team (SLT) to assess, discuss, and determine the need to fill employment vacancies (promotions, transfers, and new hires).

This form must be submitted with each request to fill any vacant position to the appropriate vice president.

Title of Position:	
Department/Division:	
Campus:	

1. Is the position critical (right now) to meet the operational needs of the College?

	Yes (2)	No (1)	N/A (0)
Score			

**2. Has provision within the division’s budget been made for filling the position?
Proposed in FY2024.**

	Yes (2)	No (1)	N/A (0)
Score			

2a. Is the position supported by Special Project funds?

	Yes (2)	No (1)	N/A (0)
Score			

2b. If yes, what period of time is the project authorized?

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3. Does the current workload (of the department/division) dictate the need for filling the position?

	Yes (2)	No (1)	N/A (0)
Score			

4. Do the duties of the position fall within the job scope of an existing employee?

	Yes (1)	No (2)	N/A (0)
Score			

5. Can the duties of the position be covered in some other manner or deferred for some time period?

	Yes (1)	No (2)	N/A (0)
Score			

6. Is the position required to meet public health, safety or provide essential administrative or operational support?

	Yes (2)	No (1)	N/A (0)
Score			

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7. When did the position become vacant?

8. How have duties been covered since the vacancy occurred?

9. Can this coverage continue in this manner?

	Yes (2)	No (1)	N/A (0)
Score			

10. What are the alternatives for filling these positions?

11. What is the impact of not filling this position? (be specific with details)

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To derive a final score simply add the scores that were awarded and divide the number by the total number of questions answered either yes or no to give an average, i.e. exclude those questions answered not applicable. Using the table below identify where the final score resides in order to determine the outcome of the contract.

Total Score	A	
Number of questions answered yes or no	B	
Result a) divided by result b)		

Score Result Key:

0 – 1.3	1.4 – 2.0
Terminate/hold vacant position	Fill vacant position

Date Reviewed: _____ Signature of Vice-President: _____

- I recommend processing this personnel requisition
- I DO NOT recommend processing this personnel requisition
- Provide specific instructions below:

**A position that is rated between 1.4 - 2.0 and determined a high priority may NOT be approved if there is no funding identified or available for this position.*

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Senior Leadership Team Endorsement

Has the position been reviewed and endorsed by the Senior Leadership Team?

Yes No

Date: _____ Signature of SLT secretary: _____

Remarks:
