



POLICY NUMBER: SLCC-HR-515

**POLICY AND PROCEDURES MEMORANDUM**

**Title:** Replacement of Existing Positions  
**Effective Date:** August 1, 2012  
**Date of Last Revision:**  
**Review Date:**  
**Cancellation:**  
**Office:**

**Replacement of Existing Positions**

1. When a position becomes vacant the dean or director supervisor must submit a notice of vacancy form to the respective Vice Chancellors Office. (Please see attached form)
2. The request must include a position description and a notice of vacancy form along with a copy of the incumbent's resignation. When replacing faculty you must indicate 9, 10 or 12 month faculty and provide justification for the option selected.
3. Upon approval of the Vice Chancellor the information is reviewed by the Executive Committee.
4. Once approved by the Executive Committee the information is sent to Human Resources. The Human Resources office is responsible for obtaining approval from the budget office to verify funding.
5. Once all signatures have been obtained Human Resources will post the vacancy. (Direct Appointments are not recommended but in critical situations may be considered).

*Reference:*

*Policy Reference:*

*Review Process:*

x	Reviewing Council/Entity	Approval Date	Effective Date
x	Cabinet Approval	7/2/12	8/1/12
x	Executive Committee Approval	8/1/12	8/1/12
x	Chancellor Approval	8/1/12	8/1/12

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to Cabinet

  
\_\_\_\_\_  
Natalie J. Harder, Ph.D.  
Chancellor