**Vacant Complement Checklist for Managers: (to assist Managers in assessing options when a vacancy occurs)**

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| Position Title: | | | | □ 12 month □ 10 month □ 9 month | | |
| Employee Category: | | □ Faculty | | □ Support | | □ Administration |
| Department/Program: | |  | | | | |
| Vacancy Category: | | □ Temporary | Length of leave: | | | |
| □ Permanent |  | | | |
| IMPACT | | | | | | |
| What is the primary function(s) of this role? | | | | | | |
| How does the position directly impact the categories below? (Describe impact) | | | | | | |
| Students: | |  | | | | |
| Faculty: | |  | | | | |
| Your Dept. Staff: | |  | | | | |
| Other Depts/Staff: | |  | | | | |
| College strategic objectives: | |  | | | | |
| What are the operational impacts if the position remains vacant? | | | | | | |
| 1 – 2 months |  | | | | | |
| 2 - 3 months |  | | | | | |
| OPTIONS | | | | | | |
| Are there other faculty/staff trained to do this work? If so, who? | | | | | | |
| Can the work be reallocated to other faculty/staff in your department? □ YES □ NO | | | | | | |
| If yes, who and what functions? If no, why not? | | | | | | |
| Can the work be streamlined or redesigned? If so, how? | | | | | | |
| Could the position be reduced? □ 10 month □ 9 month □ Regular Part-time | | | | | | |
| DECISION | | | | | | |
| □ Replace as is □ Delay □ Redesign and post | | | | | Target Date for Hire: | |
| □ Reassign work - Discuss next steps with HR Consultant | | | | | | |