**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 |