

The University of Akron
Strategic Position Review Process
Rationale Form Instructions

Please refer to the *Budget Planning Strategic Position Review Process* memo from the Senior VP & Provost/COO and VP for Finance & Administration/CFO regarding this process.

Deans and Vice Presidents are encouraged to have preliminary discussions regarding position needs and employee actions prior to completing the rationale form with the Senior VP and Provost or VP for Finance and Administration as follows:

Senior VP & Provost	VP, Finance & Administration
All Academic Colleges Direct reports to Sr. VP & Provost Information Technology Student Affairs	Direct reports to VP, Finance & Admin Athletics Capital Planning & Facilities Management General Counsel Public Affairs & Development Research and Graduate School

This rationale form must be completed and submitted to the SR VP and Provost or VP for Finance and Administration **BEFORE** a *Job Requisition* or *Personnel Action Form* can be initiated for the following types of actions:

- Replace a vacancy (continuing or temporary)
- Add a new job (continuing or temporary)
- Audit an employee’s job (temporarily or permanently)
- Reorganize a unit that results in an employee audit or pay increase
- Reappoint a temporary employee
- Award or extend an administrative stipend
- Increase an employee’s pay (unless dictated by a bargaining unit contract)
- Re-hire retirees

I. REQUEST: choose to

- Replace a current vacancy on a regular or temporary basis;
- Add a new continuing or temporary position, or;
- Request an employee action such as an audit or temporary job reclassification

II. SUMMARIZE REQUEST: briefly summarize your request.

III. GENERAL INFORMATION: provide the following

- Previous incumbent's name and ID for vacancy or, if employee action was selected, provide current employee name and ID;
- Current or proposed title;
- College or Administrative Unit;
- Department;
- Anticipated start date and, if temporary, end date.

IV. FUNDING:

For information regarding funding for an existing position, contact Budget. For new contract professional/staff positions, contact Human Resources Classification Services to identify the appropriate grade.

- Provide proposed salary and basis;
- Indicate the total dollars needed annually to support this request;
- Identify the source of funding; for temporary jobs this can include:
 1. Leave no pay (for employees NOT participating in the reduced hours program);
 2. Time release savings;
 3. Academic Year FIPL savings;
 4. Disability retirement dollars on hold for 5 years.

V. RATIONALE:

An important source of information can be found at the Institutional Research website <http://ir.uakron.edu/programreview>.

Included is the following information: Acad Program Inventory; Faculty and Staff (Profile); SCH by Course Level & Number; SCH by Instructor Type; Course Sections by Type: Lecture Sections by Instructor Type; Gen Ed Sections by Instructor Type; Avg Class Size; Proposals & Awards; Active Awards & Expenditures.

For *Term Academic Activity Reports*, please contact Human Resources.

- Refer to the following resources for assistance with rationale:
- Human Resources X7096
 - Resource Analysis & Budget X7698
 - Institutional Research X7888

VI. SIGNATURES:

Once all required documentation is received, the personnel-related request will be reviewed. The Strategic Position Review Committee meets approximately every two weeks.

Upon approval, the form will be signed and returned to the originating office. At this time, the appropriate *Job* or *Temporary Job Requisition Form* (JRF, TRF) or *Personnel Action* (PAF) should be initiated. Attach the approved *Rationale* and begin the normal routing process.

If the personnel action is denied, the decision will be communicated, verbally and/or in writing via email/required paperwork.