

SUBJECT: Replacement of Faculty Vacancy

DATE: September 2024

PURPOSE: The purpose of this College Operating Policy/Procedure is to standardize the process through which departments in the College of Health & Human Sciences request and eventually receive approval to search for and fund vacant faculty lines.

REVIEW: This policy will be reviewed when changes are made to the process or related OP or university policy.

POLICY/PROCEDURE:

1. Overview

- a. A faculty member in the College of Health & Human Sciences who leaves the institution due to retirement, resignation, or other reasons creates a “vacant faculty line.”
- b. All funding associated with a vacant faculty line is administered by the Dean of the College of Health & Human Sciences, with approval from the Office of the Provost. Departments should be aware that the Dean and, in some cases, the Provost routinely use funding associated with vacant faculty lines to support strategic hiring initiatives, partner accommodations, retention packages, and other needs. Therefore, departments in the College of Health & Human Sciences do not automatically retain the funding associated with vacant faculty positions.
- c. Similarly, departments may not search to fill a vacant faculty line until they have received approval from the Dean of the College of Health & Human Sciences.
 - i. Generally, all searches to fill a vacant faculty line will take place during the academic year following the one during which the departing faculty member resigned. In this scenario, new faculty hires typically begin their appointments at the start of the academic year following the search.
 - ii. No search may be authorized without submitting a formal resignation letter from the faculty member to their department chair, copying the Dean.

2. Application

- a. Departments wishing to retain the funding associated with a vacant faculty line and/or wishing to search to fill that vacant faculty line must apply for approval from the Dean of the College of Health & Human Sciences.
- b. The application form requires departments to supply information aimed at justifying their request in direct view of the strategic mission and hiring priorities for the department, college, and university. This information includes, but is not limited to:
 - i. teaching workload associated with vacant faculty line (including graduate student mentorship).

- ii. explanation of the research field (of both departing faculty members and requested replacement).
 - iii. estimated salary, startup funding, and space needs (as applicable).
 - c. This application form may be accessed as an appendix to this OP or may be found online through the college's website.
3. Exceptions
- a. Departments/units may petition the Dean for allowable exceptions to this process.
 - b. Exceptions may include redistributing funding associated with a vacant faculty line to support increases to existing faculty salaries for reasons of compression, equity, or retention, as determined in consultation with and approval from the Dean.
 - c. Exceptions may also include adjustments to the timing of this process as outlined in Section 1(d).

DOCUMENTS INCLUDED

[CHHS Application for Replacement of Faculty Vacancy](#)