May 14, 2015

Process to Request Filling Position Vacancies

This process pertains to permanent positions, both full and part-time. Students, temporary positions, interns, and fellows do not need review by ELT if funding is available in the departmental budget.

1) Dean or Director notify Campus Life Sr. HR Associate of position to fill
2) Provide answers to the following questions:
   a. Is this essential or excellent? ("What’s critical, though, is that we identify those pieces of equipment and qualities of experience that are essential to every Emory student’s journey. Just as critical is identifying those things that make the Emory vehicle of education better in some ways than any other—or at least as excellent as any other").-President Wagner, [http://www.emory.edu/EMORY_MAGAZINE/2010/winter/president.html](http://www.emory.edu/EMORY_MAGAZINE/2010/winter/president.html)
   b. What goal(s) and initiatives does the position support?
   c. Are you proposing any changes to the roles or responsibilities?
   d. If the position was not filled, how would you absorb the work or modify the services you provide?
   e. What other staffing options are possible in lieu of the position (merging positions, grad students, fellows, etc)?
   f. Is this an academic year appointment or 12-month?
3) Provide both original and proposed job descriptions and an organizational chart
4) Sr. HR Associate provides complete information to Senior VP and Dean of Campus Life with copy to Assistant VP for Finance and Operations
5) Assistant VP for Finance and Operations, with direction from the Senior VP, will either place the position on the ELT agenda for discussion, or email ELT for review and comment
6) Comment period for email will be two business days
7) Final decision made by Senior VP and Dean of Campus Life
8) Decision communicated back to Dean or Director and Senior HR Associate