SOP 4 Vacant State Funded Positions, Excluding Phased Retirements

Tenured/Tenure Track Faculty Positions

All tenured/tenure track faculty positions that become vacant will be returned to the Department at the assistant professor rank.

In order to help address start-up commitments and other commitments, positions will normally remain vacant for a period of at least one year following the vacancy.

The Department Head or Chair must submit to the Dean a hiring plan for refilling the position (prior to the formal initiation of a search) or a plan for alternative uses of the funds (prior to the commitment of the funds). The plan should be consistent with the department’s strategic vision and goals. Departments are encouraged to work together to develop plans that span across units.

For the duration of the vacancy, the Department will be provided with $70,000 (pro-rated for partial-year vacancies). The Department will be expected to cover the teaching responsibilities of the departing faculty member from these funds.

The balance of the salary, will be retained by the College and will be directed, to the extent possible, toward achieving the strategic goals of the College.

Non-tenure Track Faculty Positions

Positions funded from the base departmental budget that become vacant will be returned to the Department at the entry rank (teaching assistant professor or lecturer rank as appropriate).

The Department Head or Chair must submit to the Dean a plan for refilling the position (prior to the formal initiation of a search) or a plan for alternative uses of the funds (prior to the commitment of the funds).

For the duration of the vacancy, the Department will be provided with funds (pro-rated for partial-year vacancies) equivalent to the college average initial academic year salary of the entry rank (teaching assistant professor or lecturer) position. The Department will be expected to cover the teaching responsibilities of the departing faculty member from these funds.

The balance of the salary, above the teaching assistant professor or lecturer level, will be retained by the College and will be directed, to the extent possible, toward achieving the strategic goals of the College.

“Permanent” SPA Positions and EPA Non-faculty Positions (Excluding Post-Docs and Graduate Students)

Salary from all departmental positions that become vacant will be returned to the Department.

Prior to the commitment of the funds, the Department Head or Chair must submit to the Dean a hiring plan for refilling the position or a plan for alternative uses of the funds.

Decisions regarding replacement and salary associated with vacancies in all non-departmental units will be considered by the Dean on a case by case basis.