

COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES PRIORITY STAFFING PROCESS

OVERVIEW

The College utilizes a priority staffing process to reflect the long-range strategic goals of the College. Twice a year, generally in September/October and March/April, academic departments and counties are invited to submit prioritized requests for refilling of vacant positions or establishing new positions. These requests must include a strong justification for the proposed action and must reflect the highest priority future needs of the department, college, university, state, and/or stakeholders.

The requested positions are circulated to the dean and the CTAHR Leadership Team for their information. Team members are encouraged to identify and pursue opportunities to combine requests for similar positions into joint or shared positions, where possible and appropriate.

Each requester will make a presentation at a CTAHR Leadership Team meeting for each proposed position. A discussion will follow each presentation on the merits of the proposed position.

The Dean and Associate Deans of the college will meet to consider all requested positions. Prior to this meeting, information on the college's budget resources and commitments is updated to determine the college's available resources for funding positions. Requests to fill positions are evaluated against college initiatives and a list of factors that have been established for priority staffing decisions. Decisions regarding each requested position and rationale for each decision are summarized. This information is circulated to the CTAHR Leadership Team and discussed at an appropriate meeting. The dean and associate deans will meet and make the final priority staffing decision.

The CTAHR Leadership Team may review the college's priority staffing process and develop recommendations regarding refinement and improvement of the process.

[Revised 02/24/2004]