

# **COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES PRIORITY STAFFING PROCESS**

## **PREAMBLE**

The priority staffing process is intended to create a mechanism that fosters transparency and fairness in the prioritization of College needs that could be addressed through critical positions. An important concept in this process is that every type of position, except those funded from extramural funds, will be a part of this process. Each position is considered unique and must therefore be thoroughly assessed before being filled, refilled or left vacant.

The ideal situation assumes that every need is assessed fairly and agreement on filling positions is reached among all parties. However, debate and discussions are expected and agreement may not always be easily reached on contentious issues or positions.

The priority staffing process is expected to apply in most situations, however, it is recognized that there may be situations where positions must be filled immediately or a delay in filling the positions is not warranted. The Dean is responsible for deciding situations where positions will not be subject to the Priority Staffing Process. Two exceptions to the Priority Staffing Process are:

- Executive/Managerial (E/M) positions. These will be filled upon review by the Dean so that momentum can continue on priority initiatives utilizing the administrative infrastructure recommended by the College and formally approved by the Board of Regents.
- Tenure-track faculty positions. These will be filled if they are probationary faculty who are:
  1. Denied contract renewal or tenure as a result of a negative departmental recommendation, or
  2. Resigning within the first three years of probationary status in a tenure-track position.

## **PROCEDURES**

1. A timeline will be distributed at the start of the priority staffing process with the following information:
  1. Announce priority staffing process.
  2. Proposals due in the dean's office with copies to Leadership Team sent directly from submitters.
  3. Presentation and discussion of proposed positions at CTAHR Leadership Team meeting.
  4. Preliminary priority staffing decisions by dean and associate deans.

5. Preliminary decisions discussed at CTAHR Leadership Team meeting.
  6. Final priority staffing decision by dean and associate deans.
2. Proposals will be accepted from the department chairs, county administrators, unit administrators, or cabinet members to fill vacant, anticipated vacant, or new faculty positions, permanent APT positions and/or additional civil service positions.
  3. Each proposal should consist of:
    1. A cover memo that identifies the position and justifies it in the framework of the College's document "Factors influencing priority staffing decisions."
    2. A draft position description.
  4. Each requester will distribute the proposal to the dean and members of the CTAHR Leadership Team.
  5. If the summary prompts team members to see opportunities for further collaboration across departmental and disciplinary lines, then revised proposals may be submitted.
  6. Each requester will make a presentation at the CTAHR Leadership Team meeting for each proposed position. A full discussion will follow on the merits of the proposed position. Units will be given an opportunity to submit modified proposals based on the discussions after the presentation.
  7. The dean and associate deans will meet, determine preliminary priority staffing decisions, and provide a summary to all department chairs, county administrators, or unit administrators. The CTAHR Leadership Team is expected to discuss these decisions with department/county/unit members and each other. The results will be discussed at a meeting of the CTAHR Leadership Team.
  8. A final priority staffing decision will be made by the dean and associate deans after comments from all discussions are considered.