**CHASS HR Services**

**Plan of Action for Tenured/Tenure-Track Positions**

(Complete this form and upload it to the Personnel Request along with all required documentation. Recruitments will not be started until the department submits the T/TT Recruitment Template.)

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| **Event Prompting Action** | Select event |
| **Employee Name** (for separating or retiring employees) | Enter name |
| **Effective Date of Separation**  If applicable. Usually 7/1/xx or 1/1/xx) or enter date beginning phased retirement (7/1/xx) | Enter date |
| **Position Number** (Enter existing position number or “NEW” if this is a new line) | Enter number |
| **Department/School of Tenure Home** | Select department |
| **If the position is shared with another unit, provide unit names and percentages.** | Provide unit names and percentages |
| **Plan of Action** | Select plan of action |

**Complete Appropriate Section Below Based on the Plan of Action:**

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| **Section A: T/TT Recruitment due to Separation/Retirement**  Attach T/TT Recruitment Form and Org Chart to the Personnel Request. | |
| **Proposed Effective Date for New Hire**  Usually 7/1/xx or 1/1/xx | Enter date |
| **When do you propose to begin the recruitment process?**  Indicate immediately or enter date to begin process | Enter date |
| **If the position will be vacant for an extended period, provide an explanation.** | Provide explanation |
| **If the position will be shared with another unit for the new hire, provide details.** | Provide details |

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| **Section B: T/TT Recruitment due to Phased Retirement**  Attach T/TT Recruitment Form and Org Chart to the Personnel Request. | |
| **Proposed Effective Date for New Hire**  Would generally be the academic year after the faculty member ends phased retirement | Enter date |
| **If the start date will be prior to current faculty member ending phased retirement, provide explanation.** | Provide explanation |
| **When do you propose to begin the recruitment process?** | Enter date |
| **If the position will be vacant for an extended period after the end of phased retirement, provide an explanation.** | Provide explanation |
| **If the position will be shared with another unit for the new hire, provide details.** | Provide details |

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| **Section C: Abolish Position and Use Funds for Other Purposes** | |
| Departments are expected to use funds remaining in departments following T/TT separations to recruit new T/TT faculty unless due to exceptional circumstances other purposes have been approved in consultation with the Dean. | |
| **Justification for the Dean’s consideration to abolish the T/TT position and use the funds remaining in the department for other purposes** | Provide justification |

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| **Section D: New T/TT Position for Strategic Purpose** Attach T/TT Recruitment Form and Org Chart to Personnel Request. | |
| Departments may choose to use existing funds for a new T/TT line. This form is not intended to be used to request funds from the Dean for this purpose, but rather should be used only for existing funds in the department or after the Dean has committed to provide funds for this purpose. | |
| **Describe strategic purpose of new position** | Describe purpose |

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| **Section E: New T/TT Position for Spousal Hire** Attach CV, T/TT Recruitment Form, and Org Chart to the Personnel Request. | |
| Departments may choose to use existing funds for a new T/TT line. This form is not intended to be used to request funds from the Dean for this purpose, but rather should be used only for existing funds in the department or after the Dean has committed to provide funds for this purpose. A waiver of recruitment will be required; a detailed justification must be included in order to submit this request. | |
| **Provide a justification detailing the specialized skills, knowledge, and/or qualifications for a strategic need and address an underutilization situation to the department. Include name of the candidate, spouse if applicable, funding percentages, and DVF vote.** | Provide justification and details |

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| **Head’s Signature in the Tenure Department Home** |  | **Date** |  |
| **Other Head’s or Unit Leader’s Signature if shared position** |  | **Date** |  |

Disposition of Form and Next Steps:

1. The Department attaches the Plan of Action for Tenured/Tenure-Track Positions including signatures and required documents to a Personnel Request and submits to HR Services.
2. HR Services updates T/TT Position Tracking google doc and emails relevant details to the Dean for review.
3. The Dean reviews the plan and indicates approval or provides comments related to disapproval in the T/TT Position google doc.
4. The HR Consultant informs the Department of the Dean’s decision.
5. Next steps based on approved plan of action:
   1. For Section A - T/TT Recruitment due to Separation/Retirement: Department submits the T/TT Recruitment Request Form in accordance with the date proposed to begin recruitment if not already submitted.
   2. For Section B - T/TT Recruitment due to Phased Retirement:
      1. If the start date will be after the current faculty member ends phased retirement, the Department submits the T/TT Recruitment Request Form in accordance with the date proposed to begin recruitment.
      2. If the start date will be prior to the current faculty member ending phased retirement, the Department submits the T/TT Recruitment Request Form for a new position in accordance with the date proposed to begin recruitment, and the HR Consultant abolishes the current position when phased retirement ends.
   3. For Section C - Abolish Position: HR Consultant abolishes the position when vacated.
   4. For Section D - New T/TT Position for Strategic Purpose - Department submits the T/TT Recruitment Request Form and org chart if not already submitted.
   5. For Section E - New T/TT Position for Spousal Hire - Department submits the T/TT Recruitment Request Form, CV, and org chart if not already submitted.