**Kent State University**

**RCM Units and Regional Campuses - Division of Academic Affairs**

**Request Form to Fill a Vacancy Following UESP Departure**

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| RCM units and regional campuses in the Division of Academic Affairs will utilize this form for filling and tracking position vacancies resulting from the University Employee Separation Plan (UESP) departures. **This form must be completed for all UESP position replacements and provided to Academic Budget and Resource Management (ABRM) in the Office of the Provost.**   * It is expected that colleges and campuses will carefully consider all vacancies in evaluating overall hiring needs. * Replaced positions must align with university strategic priorities and initiatives. * *Strategic hiring plans, collaborative replacements and shared hires are encouraged as cost-saving methods.* * It is understood that RCM units/regional campuses are responsible for funding their respective UESP separation plan costs. * Colleges and units will develop a payback schedule for UESP costs and provide to ABRM. * All units are restricted to a **maximum of 70%** of UESP salary savings to fund replacement positions. * Employees taking the separation plan cannot be rehired at Kent State University. * Colleges/units will work with ABRM for tracking UESP departures, replacements, salary savings, payback status and reporting out.   For additional information, visit [University Employee Separation](http://www.kent.edu/hr/university-employee-separation-plan-streaming-webinar). |

**Former Employee/Position Information**

|  |  |  |
| --- | --- | --- |
| Name: | Title: | Position Number: |
| Campus: | Department: | Date of Separation: |
| College: | Position Type (classified, unclassified): | |
|  | Salary at Separation: $ | |
| Date of Request: | Position Budget: $ | |

**Please provide the following information and details regarding your request to fill a vacancy initiated as a result of the UESP:**

**Replacement Position (same title)**  **Repurposed/New Position (new title)**

|  |  |  |
| --- | --- | --- |
| Proposed Title: | Position Number: | Proposed Salary: $ |
| Proposed Hire Date: | Position Type (classified, unclassified, faculty): | |
| Rationale: | | |

**Basis for Rationale (select all that apply)**

Position is considered critical to meeting enrollment and retention goals (e.g., academic advisor, recruiter).

Position is needed to meet the university’s [strategic roadmap](http://strategicroadmap.kent.edu/assets/downloads/strategic-roadmap.pdf) initiatives in the following areas:

Students First  Regional Impact

Distinctive KSU  Organizational Stewardship

Global Competitiveness

**Describe how salary savings will be used:**

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|  |

**Provide additional information or justification (if applicable):**

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**Consequences of not filling the position:**

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|  |

**REQUESTED BY:**

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Name, Title, and telephone extension Date

**APPROVALS:**

**Chair, Director or Department Head:**

Hire recommended  Hire not recommended

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Name, Title, and telephone extension Date

**Dean:**

Hire approved  Hire not approved

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Name, Title, and telephone extension Date

**Vice President for Kent State System Integration (Regional Campuses)**

Hire approved  Hire not approved

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Date

**Provost and Senior Vice President for Academic Affairs**

Hire approved  Hire not approved

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Date