

Standard Operating Procedure (SOP)

Identification and Approval of Vacant Faculty Positions

This SOP details the process for the **identification and approval of vacant faculty positions**, encompassing the assessment of departmental needs, justification for new or replacement roles, budget considerations, and the formal approval workflow. It ensures a standardized and transparent approach to managing faculty vacancies, aligning staffing with institutional priorities and maintaining academic excellence.

1. Purpose

To standardize the evaluation, documentation, and approval of vacant or new faculty positions, ensuring alignment with institutional goals and efficient resource utilization.

2. Scope

This SOP applies to all academic departments seeking approval for new or replacement faculty positions.

3. Responsibilities

Role	Responsibility
Department Chair/Head	Identifies vacancies, assesses needs, prepares justifications, and initiates requests.
Dean/Faculty Committee	Reviews requests, ensures alignment with strategic priorities, and forwards recommendations.
Human Resources	Verifies position details, compensation, and compliance with policies.
Finance/Budget Office	Assesses budget impact and provides funding approval or recommendations.
Senior Administration (Provost/VP Academic)	Gives final approval and communicates decisions to relevant parties.

4. Procedure

- 1. Identification of Vacancy or Need**
 - Department reviews faculty allocation and workload.
 - Trigger: retirement, resignation, or growth in program needs.
- 2. Needs Assessment & Justification**
 - Department Chair prepares justification, including:
 - Rationale for new/replacement hire
 - Position description and qualifications
 - Expected impact on teaching, research, service
- 3. Resource and Budget Review**
 - Submit position request to Finance/Budget Office.
 - Budget office confirms funding availability and cost implications.
- 4. Internal Review & Approval Workflow**
 - Request reviewed by Dean or Department Committee.
 - Forward recommendations to senior academic administration.
- 5. Final Authorization**
 - Senior administration assesses alignment with strategic plan.
 - Approves, modifies, or declines the request.
- 6. Communication & Documentation**
 - Communicate decisions to the department.
 - Update vacancy tracking records and initiate recruitment if approved.

5. Documentation Required

- Faculty position justification form
- Updated organizational chart (if applicable)
- Budget impact assessment
- Approval forms/signatures

6. Revision History

Date	Revision	Description
2024-06-07	1.0	Initial SOP creation