

Faculty Vacancy

Scenario 1 (Vacant Position & Funded)

1. Begin at college (Academic Senate recommends & President approve position(s) to fill)
2. Contact Human Resources to request the position ID number
3. Complete the Justification to Fill a Vacancy (JFV)
4. Complete Personnel Action Form (PAF)
5. Develop a job announcement(s) in conjunction with Employment Services (if there is a need for changes)

Scenario 2 (Vacant Position & Not Funded)

1. Begin at college (Academic Senate recommends & President approves position(s) to fill)
2. Contact Human Resources to request the position ID number
3. Contact Campus Business Services for general ledger account number
4. Complete the Justification to Fill a Vacancy (JFV)
5. Complete Personnel Action Form (PAF)
6. Develop a job announcement(s) in conjunction with Employment Services (if there is a need for changes)

Links: Justification to Fill a Vacancy (JFV) Form
Personnel Action Form (PAF)