

**Criteria for Determining Whether a  
Vacant Permanent Position  
Should be Exempt from a Hiring Freeze**

**For Fiscal Year 2007/08 (Beginning 2007 July 1) and Beyond**

*From the President's Leadership Team  
in Consultation with the Budget Committee*

2006 December 8

NOTE: This process applies to permanent positions only. Recruitment may continue for positions on a temporarily-funded basis through the end of fiscal year 2006/07, in which case no indication is to be made to offerees that the position will be funded beyond 2007 June 30.

1. Threshold question

- **Is the position necessary for the college's compliance with legal, contractual, or regulatory provisions?**

**Yes:** Continue to the general questions, below.

**No:** Stop with this question. The position may not be filled on a permanent basis if it is not necessary for compliance with legal, contractual, or regulatory provisions.

2. General questions

*These questions will be considered as a whole by the president and vice presidents in determining whether the position may be filled on a permanent basis.*

- **How does the position advance the college's mission and values?**
- **Is the recruitment internal-only? If so, what could be the effects on vacated positions if it is filled?**
- **Is it possible for the work to be assigned to another position (regardless of workload issues)?**
- **Does the position require specialized knowledge?**
- **Is the position supervisory? If so, what will be the effects of filling or not filling the position on workload?**
- **Is it possible for the position to be filled on a part-time basis?**
- **Is it possible for the position to be filled on a temporary basis?**
- **Can the position be eliminated without significant impact to the college?**
- **Will continued vacancy of the position result in significant harm to ongoing sustainability of college programs?**