



Position Review Committee

Purpose of Committee:

The purpose of the Position Review Committee (PRC) is to develop a strategic hiring plan for the university. To do so, it evaluates requests from departments to refill vacant positions, to create new positions, or to reclassify current positions. This committee has been appointed by the university president and it is charged with making recommendations to the university president regarding these requests. The final decision on how we will proceed with any of the requests is at the discretion of the university president.

Committee Membership:

The PRC consists of members from the University President's Cabinet. The reason for this is because they are the overall decision makers for each division within the university, thus every department or area has representation on the PRC. The specific positions that make up the PRC are as follows:

- Provost & Vice President for Academic Affairs
- Vice President for Finance & Administration/Chief Financial Officer
- Vice President for Enrollment Management & Student Affairs
- Vice President for Institutional Advancement
- Chief Information Officer
- Chief Diversity, Equity & Inclusion Officer
- Chief Human Resources Officer

Meeting Schedule:

The PRC meets twice per year, during the months of October and March. However, any member of the PRC can request an emergency meeting to be held due to a unique circumstance.

Position Vacancies:

It is important to note that once a vacancy occurs within a department or area, that it reverses back to the PRC to make a recommendation to the university president. The reason for this is that a determination may be made to redeploy the monies from the vacancy to another department or area of the university that has a greater need at that point in time.

Evaluation Criteria:

The following are the criteria that the PRC considers when evaluating each request.

1. How will the investment address a health and safety priority?
2. How will the investment facilitate students' academic progress?
3. How will the investment facilitate enrollment stability, growth, or retention?
4. How will the investment address an objective in the University's Strategic Plan?

5. How will the investment address the goals or objectives of the FY25 budget or the FY26, FY27 Biennium Budget?
6. How will the investment address the NECHE concerns?
7. How will the investment address an accreditation or compliance priority?
8. How will the investment generate revenue or reduce expense?
9. How will the investment build morale and university spirit?
10. How will this investment eliminate risk and increase productivity?

Final Outcome:

In instances where the university president makes a final determination to approve a request, the decision will be communicated to the department or area supervisor/chair, the dean/associate vice president, and the vice president by the chief human resources officer. If the university president's decision is to deny a request, this decision will be communicated by the division vice president to the original requestors.

Questions:

If at any point during the process any questions arise, please contact Fred Cratty, Chief Human Resources Officer at 203-837-8665 or via email at crattyf@wcsu.edu.