

## Strict Position Control Hiring Process

The current process for obtaining authorization to fill vacancies will continue with the following modifications:

- Departments will need to submit ePAFS for all replacement and new positions regardless of funding source – includes H6 & H7 positions on MC, plus all Post Docs and Grant funded positions on HSC & MC
- Supporting documentation, i.e. departmental org chart, current job description, and position justification must be attached to the ePAF
- Bill Logie will be meeting weekly with Dr. Jacobs in place of the present Position Justification Committee
- Dr. Jacobs will determine which positions, if any, will be approved for posting and filling

### General Guidelines:

Previously approved positions where offers have been extended by HR will continue. All other previously approved positions will need to be re-approved by Dr. Jacobs prior to HR being able to extend an offer.

### The approval process to be followed:

#### Authorizing the Position

- a. Work with HR representative to discuss the position
- b. Submit an ePAF with the required documentation:  
[https://tech.utoledo.edu/arsys/forms/rem00/PAF%3AForms\\_BudgetedReplacement/Budgeted+Replacement/?mode=Submit&cacheid=1afac5d3](https://tech.utoledo.edu/arsys/forms/rem00/PAF%3AForms_BudgetedReplacement/Budgeted+Replacement/?mode=Submit&cacheid=1afac5d3)
  - Position Justification
  - Position Description
  - Org Chart.
  - SPA for H6 & H7 positions on Main Campus
- c. The ePAF/ATH will route through the Budget Office, Dean/VP, and then to HR. Once it arrives in HR, it will be placed on hold for Dr. Jacobs review
  - HR must have the approved ePAF with all required documentation attached no later than Monday at noon to ensure the position is on Dr. Jacob's agenda for that week.
- d. Upon outcome of review from Dr. Jacob's, HR will contact the department with the results

**Please check the Business Operations Resources link on the HR website for updates**

[http://www.utoledo.edu/depts/hr/Business\\_Operations\\_Resources.html](http://www.utoledo.edu/depts/hr/Business_Operations_Resources.html)