

**Staffing Plan Form**

SUNY campuses must document all employment or salary actions taken and the decision process that was made. Note that if several positions are being requested (as in the case of adjunct faculty), one form or document may be used for multiple positions.

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| **I. Requested Action:** |  |
| Department: | Date: |
| Department Head: | Phone: |

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| **II. Current Position Details:** | | |
| Employee Name: | | Separation Date: |
| Budget Title/SL: | Local Title: | |

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| **III. Proposed New/Replacement Position Details:** | |
| Budget Title/SL: | Local Title: |

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| **IV. It is recommended that every campus centralize their hiring decisions at the executive leadership level and a plan is developed that prioritizes hiring for the foreseeable future for open positions, planned hires, and refilling vacant positions as follows:**  **Staff: Health and Safety**   1. Should be prioritized and hired as needed, with decisions made at the leadership level.   **Faculty: Instruction and Research**   1. Should be prioritized if they are in high-need, high enrollment and research growth areas as demonstrated by  tangible, documented enrollment applications and research awards that are known, available, and in receipt by the institution.   **Staff: Student Facing Experience**   1. Should be prioritized if they are in areas that involve direct student interaction and would directly aid in student retention, recruitment, or service to students (such as mental health or other counseling/health/safety positions).   **Staff: Managerial/Operational**   1. Freeze positions entirely with some potential strategic core essential function hires that would ensure the continued operations of the institution. Some examples are President, Provost/Vice President of Academic Affairs, Chief Information Officer (CIO), or Chief Financial Officer (CFO).   **Faculty and Staff: Revenue Generating**   1. Should be prioritized if revenue generation is known (in other words, a grant is already identified and in hand or is a fundraiser that comes with an established portfolio). 2. Care should be given, and scrutiny done, to not hire based on the hope of revenue generation. Instead, there must be an identified grant or existing revenue source that is sufficient to manage the ongoing increase to fixed costs. |
| Why is filling this position critical? |
| What is the impact on the College if this position is not filled? |
| How does this position meet one or more of the exceptions from hiring freeze criteria? |
| Describe all other possible alternatives that have been explored for fulfilling these responsibilities (reassignment of work to existing staff within your department, division or another campus area, reorganization, reclassification of position, decrease of FTE-eliminate duties). |

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| **V. Budget Savings** |
| Describe the overall impact on FTE, headcount and/or salary/compensation. |

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| **VI. Certification and Approval: By approving this staffing plan, I certify that this request will not increase net FTE, headcount, or overall salary/compensation as a result of this proposed action. If this is not the case, a justification memorandum is attached documenting the institutions actions intended to reduce FTE, headcount or overall salary/compensation.** | | |
| **Signatures:** | **Date:** | **Approval** |
| Supervisor: |  | Yes  No |
| Department Head: |  | Yes  No |
| Cabinet-level Administrator: |  | Yes  No |
| Human Resources: |  | Yes  No |
| VP of Finance & Administration/Designee: |  | Yes  No |
| President: |  | Yes  No |