



Saint Joseph's University

Policy on Position Postings

December 2008

Policy on Position Postings:

As part of the ongoing budget evaluation and re-forecasting process, beginning November 15, 2008 hiring for new and replacement positions at Saint Joseph's University will be deferred. This delay includes lines that were previously approved, vacant lines, and lines that are currently posted and open to applicants. The policy to delay posting and hiring for positions that become vacant will remain in place for a minimum of 90 days while the impact of the economic environment on Saint Joseph's University continues to be assessed. A limited number of positions will be posted, advertised and filled during this time period.

Protocol for Requesting Exceptions to Position Posting Hold:

1. To request an exception to the employee hiring delay, the department head must complete the attached Authorization Form for Position Postings.
2. The Authorization Form for Position Postings, position description, and rationale for the exemption request will be submitted to the Vice President of the division. Administrative and Staff position requests will also be copied to the Assistant Vice President for Human Resources for review of staffing benchmarks and to facilitate consultative services, as necessary, to the divisional Vice President.
3. If advanced by the divisional Vice President, the Cabinet Revenues & Expenditures Working Group will then review the request and forward a recommendation to the President and Vice Presidents.
4. The Vice Presidents will review exception requests on a regular basis for the duration of the posting delay period and will make recommendations to the President, who will make the final decision. The decision will be communicated to the requestor by the appropriate Vice President.
5. If an exception is obtained, the form will be signed and forwarded to the Assistant Vice President for Human Resources to convey authorization of the position posting process. The process will then proceed in the usual manner, with the department head submitting the request electronically via the PeopleAdmin system.