


Prepared by the Personnel Management Office.
This is a new Administrative Procedure.


July 1982

RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.485 FILLING OF VACANT POSITION

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1. Purpose. To establish procedures for filling of vacant positions in all programs administered by the University of Hawaii in accordance with Section 304-11 HRS and Department of Personnel Services Rule 14-3.
 2. Objective. To promulgate procedures for the appointment of BOR and civil service personnel as prescribed by Administrative Procedures A9.540, Appointment of Faculty and APT Personnel and A9.660, Civil Service Positions for Federally Funded Projects.
 3. Applicability/Responsibility. This instruction applies to all BOR and civil service positions which are part of the University Operating Budget funded by General, Special and Agency Funds. Positions funded by Federal or Trust Funds for specific purposes are temporary positions exempt from this instruction (See Administrative Procedure A8.111).



Chancellors and Vice-Presidents are responsible for approving the filling of vacancies.

4. Procedures for Filling of Vacant Positions.
 - a. Approval to fill vacancies shall be delegated to the Chancellors and Vice-Presidents. Vacancies must be of:
 - 1) Authorized and established permanent positions for the duration allotted funds are available, provided that there has been no change in the following:
 - a) The original purpose or need of the position.
 - b) The organization, such as reorganization and transfers between programs or activities.
 - c) The functions of the unit in which the position is assigned.

NOTE: Positions affected by a), b) and c) are to be processed in accordance with Administrative Procedure A8.111 Section 4c.

- 2) Established temporary positions for the duration allotted funds are available and within prescribed statutory or contractual limitations
- b. Section 4.a. applies to all authorized, established and funded instructional and non-instructional Board of Regents positions and civil service positions.
 - c. To fill a vacant established authorized position, the organizational unit initiating the request is to prepare a Request for Position Action (SF-1), pink for BOR positions and white for civil service positions (see Attachment A for instructions) including the information requested in Attachment B. Each SF-1 is to be approved by the appropriate Chancellor/Vice-President or his designee.
 - d. Upon approval by the Chancellor/Vice-President or his designee,
 - 1) For BOR positions, follow the recruitment procedures specified in Administrative Procedure A9.540, Appointment of Faculty and APT Personnel, and A9.900 EEO/AA in Recruitment and Selection.
 - 2) For civil service positions, submit to the University Personnel Office Form 13, Request for Filling Civil Service Position, with the SF-1.
 - e. Alternate procedures which would derive the same result as in paragraphs 4.c. and d. may be utilized with the prior approval of the Vice-President for Administration.




Attachment A

INSTRUCTIONS FOR PREPARATION
OF REQUEST FOR POSITION ACTION

Please read and follow these instructions closely to insure accuracy and completeness. Complete the pink SF-1 carbon set for BOR positions, and the white carbon set for civil service positions.

Block Number	Nature of Information	Instructions
	Preparation of Form:	Prepare Request for Position Actions (SF-1) by using the bound multiple carbon set and adding as many singletons as needed for program files and approval by department chairman, principal investigators, deans and directors.
	Requesting Department:	For civil service positions, type in "University of Hawaii, College of _____."
1.	Type of Action Requested:	For BOR positions, type in campus, division and program. Mark appropriate block.
2.	Type of Position:	Mark appropriate block; NTE means "Not to Exceed" blank space is for the date.
3.	Position Control:	<p>1. Within authorized ceiling if position is provided in the current appropriations.</p> <p>2. Beyond authorized ceiling, if permanent position exceeds total in current appropriations act, justification must indicate how position count is to be provided.</p> <p>3. No ceiling, if position is temporary, i.e. funded by supplementary appropriations or extramurally funded.</p>
4.	Funds Available:	Mark appropriate block.
5.	Position Number:	Insert number for all existing positions; leave blank for new positions; type in position number for conversion from extramural funds to State operating funds.
6.	Position Title:	Use appropriate civil service or BOR class title.
7.	Occupational Group:	Enter appropriate code for the classification requested; leave blank if

code is not known. Refer to Civil Service and APT Classification and Compensation Manuals for appropriate class codes. Refer to Administrative Procedures A9.590 Table 3 for all other positions.

8. SR Step: For civil service, use SR level; for BOR indicate rank (faculty or excluded), or pay range (APT).
9. BU Indicate bargaining unit of position.
10. Organizational Code: Indicate code of requesting unit.
-  Island: Type in appropriate code number as follows:
1. Hawaii; 2. Oahu; 3. Molokai;
4. Kauai; 5. Maui; 6. Lanai;
7. Niihau; 8. Out of State.
12. Appropriation: Use official Chart of Account Codes which includes the Fund, Year, Appropriation and Department.
13. Percent: Enter percentage to one decimal point for each appropriation which total the Time Authorized (14).
14. Time Authorized: Enter the total percentages of time to be worked; e.g., 100% for a full time position.
- Justification: Cite reasons for needing position; attach additional sheets as needed.
- Date: Enter date signed
- Signature: Department Chairman, Principal Investigator or responsible initiator should sign; the Chancellors or designees should countersign, and for filling civil service positions the Chancellors or designees should forward to University Personnel Office. To establish a new position, the SF-1 signed together with attendant other documents, should be forwarded to the Manpower Office.

Attachment B

INFORMATION TO BE INCLUDED IN "REQUEST FOR POSITION ACTION" SF-1
FOR VACANT AND NEW POSITIONS

Brief description of work to be done including information for the following types of positions. If new program, the specific authorization for such program and an explanation of how position(s) is (are) to be utilized to implement program. If position(s) is (are) to be transferred between organizational units, the authority, the original source of the position(s) and the reason for the transfer are needed.

1. Instructional Positions (New positions only).
 - Student enrollment past and current.
 - Number of instructional positions available.
 - Number of courses, classes, labs, etc., to be taught by position.
2. Research Positions.
 - Major projects assigned, increases in number, new programs.
 - Number of other research positions available for program, project or activity.
3. Other BOR positions.
 - Reason(s) for need to fill position - include functions and workload data.
 - Number of other BOR positions available for program, project or activity.
4. Civil Service Positions.
 - Reason(s) for need to fill position - include functions and workload data.
 - Number of other similar or related civil service positions available.
 - For stenographic positions in departments and programs, the number BOR positions to be served should be provided.
 - Information should not contradict official documents on file for other positions in the same organization.