

UNIVERSITY RULE

33.99.01.M3 Elimination of Vacant Positions

Approved September 4, 1997

Revised August 28, 2009

Next scheduled review: August 28, 2012

Rule Statement

This rule will provide administrative guidance to eliminate vacated positions. Positions that become vacant will be eliminated according to the following timelines. The administrative unit will submit an Electronic Payroll Action (EPA) document for each position to be eliminated.

Rule and Responsibilities

1. FACULTY AND/OR RESEARCH POSITIONS

- 1.1 Faculty and research positions are to be eliminated as they become vacant unless the position is filled immediately. Payroll Services will receive a monthly report identifying those positions that are vacant. Payroll Services will eliminate these positions effective the date of the vacancy and send notification to the department.
- 1.2 New faculty positions may be created after the Dean of Faculties approves the [Approval of Offer](#) Form and Tenure/Non-tenure Accruing Form.
- 1.3 Research positions may be created after the Vice President for Research and Associate Provost for Graduate Studies approves the [Form 5-G](#).

2. ALL OTHER BUDGETED POSITIONS

- 2.1 All other budgeted positions that have been vacant for six (6) months or more must be eliminated. Salary savings will remain in the account where the position is budgeted. However, units may reactivate and fill the positions within two (2) years of the date the position became vacant.
- 2.2 The comments sections of the EPA document eliminating the position should state "This position became vacant on (give date) and may be reactivated within two years from that date."
 - 2.2.1 Payroll Services will receive a monthly report identifying non-faculty, non-research positions that have been vacant for six months. These positions will be eliminated by Payroll Services and notification will be sent to the originating department.

- 2.2.2 To reactivate a position, the comments section of the EPA document should state, “This position became vacant on (give date) and is being reactivated and filled on (give date).” The EPA or the notification from Payroll which eliminated the position must be attached to the EPA that will reactivate and fill the position.
- 2.3 No position may be reactivated and filled after two (2) years from the date it became vacant.

Related Policies Regulations

Regulation 33.99.01: *Employment Practices*
<http://tamus.edu/offices/policy/policies/pdf/33-99-01.pdf>

Contact Office

For more information or clarification on this rule, contact [Human Resources, Classification & Compensation](#) at (979) 845-4170 or by email at hrcompbenefits@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)