

The University of Idaho will implement the position control practice described below as a means of reallocation, which utilizes and meets the State Board of Education Policy on Program Prioritization (Section V.B.11). This document will shape business practice and implementation of program prioritization at The University of Idaho. The President will set the final parameters but IPEC will annually review these guidelines and propose adjustments as deemed necessary for the President's consideration.

Program Prioritization criteria will be utilized to separately rank academic and non-academic departments. The criteria have been selected by university-wide committees. Once ranked, the departments will be placed into quintiles. Department based quintiles will require mapping of Banner-defined departments to academic programs. As positions become vacant in departments, available funds associated with the position (salary & fringe) will be allocated as described on the following pages for differing funding and department types (Q refers to quintile, thus Q3 would be the third quintile or quintile three).

For general education position funding within academic departments:

Q1 – Unit can refill position with available funds

Q2 – Available funds reallocated to dean or mid-level director

Q3 – Available funds reallocated to Provost

Q4 – 50% of available funds reallocated to Provost 50% to UBFC/central

Q5 – All funds reallocated to UBFC/central

For Q1-Q3, all residual funds (the difference between initially available funds and the salary/fringe offered to the replacement) will remain in the designated unit.

Exceptions and clarifications:

1. Any vacancy due to tenure denial by the unit returns to the unit for refilling at the entry level. If tenure is denied when the unit's recommendation is in favor of tenure, the normal guidelines above apply.
2. All other vacancies in tenure and tenure earning lines created by permanent personnel changes (retirement, resignation, death, non-reappointment, etc.) follow the normal guidelines above.
3. Vacancies (full or partial) created by "temporary" reassignments (full year sabbaticals, term-limited appointments at national research agencies, LWOPs, time buyouts on grants, etc.) are managed by the colleges and are not subject to the quintile guidelines.
4. For staff and faculty, the department and College will retain any vacancy arising from dismissal for cause or for unsatisfactory performance.

The above guidelines will be the standard practice for implementing program prioritization but do not preclude Deans, Directors or the Provost from making strategic reallocations.

Implementation timeframe:

Vacancies can occur at any time in the year and the above practice may delay the re-hiring process. For Q1-Q3 departments, the discussions would be no different from current requests to refill positions that are handled within People Admin processes. Only Q4 and Q5 programs would require an unusual level of scrutiny and discussion, which might prevent the impacted unit from carrying out their mission. For Q4 and Q5 decisions, the department will retain the current year's cash and have a commitment (subject to concurrence from the Provost and the Dean) for a full year of additional cash. This cash would be utilized to refill positions on a temporary basis at the entry level while appropriate discussions are completed regarding the disposition of the permanent base funding for the position in question or means for the unit to meet its mission in other ways via requests to UBFC for new support. Given that UBFC meets only once per year, IPEC will devote one meeting quarterly to review Q4 and Q5 programs that are appealing for the return of funds for the vacated position. An appeal form will be completed and sent to IPEC for review. IPEC may ask a face-to-face meeting to clarify matters but it is not obligated to provide such a meeting. Decisions will be made within 6 months of the generation of the position vacancy.

For general education position funding within support units and non-academic departments:

Q1 – Unit can refill position with available funds

Q2 – Available funds reallocated to mid-level director

Q3 – Available funds reallocated to Provost for academic units or Vice President for non-academic departments.

Q4 – 50% of available funds reallocated to Provost for academic units or Vice President for non-academic units or, 50% to UBFC/central

Q5 – All funds reallocated to UBFC/central

For Q1-Q3, all residual funds (those other than salary and fringe) will remain in the designated unit.

Exceptions and clarifications:

1. Vacancies (full or partial) created by “temporary” reassignments (LWOPs, time buyouts on grants, etc.) are managed by the units and are not subject to the quintile guidelines.
2. For staff and faculty, any vacancy arising from dismissal for cause or for unsatisfactory performance will be retained by the department and Director.

The above guidelines will be the standard practice for implementing program prioritization but do not preclude Deans, Directors or Provost/Vice Presidents from making strategic reallocations.

Vacancies can occur at any time in the year and the above practice may slow the re-hiring process. For Q1-Q3 departments, the discussions would be no different than current requests to refill positions that is handled within People Admin processes. Only Q4 and Q5 programs would require an unusual level of scrutiny and discussion which might prevent the impacted unit from carrying out their mission. For Q4 and Q5 decisions, the department will retain the current year’s cash and have a commitment (subject to concurrence from the Provost/Vice President and the Director) for a full year of additional cash to refill positions on a temporary basis at the entry level while appropriate discussions are completed regarding the disposition of the permanent base funding for the position in question or means for the unit to meet its mission in other ways via requests to UBFC for new support. Given that UBFC meets only once per year and is dealing with hundreds of requests for proposals, IPEC will devote one meeting quarterly to review Q4 and Q5 programs that are appealing for the return of funds for the vacated position. An appeal form will be completed and sent to IPEC for review. IPEC may ask for a face to face meeting to clarify matters but it is not obligated to provide such a meeting. Decisions will be made within 6 months of the generation of the position vacancy.

For all other position funding (non-general education), irrespective of academic or non-academic nature:

Non-general education funds may be associated with legal or other restrictions that limit their use to specific activities. For example, Extension office funding is restricted to only extension work. If a position is funded with 100% extension dollars, those funds must flow back into extension activities. Accordingly, all non-general education funds will be reinvested into the specific activity that controls those funds. But those units with low performance will have higher levels of scrutiny in order to refill vacant positions.

Q1 – Unit can refill position with available funds

Q2 – Available funds reallocated to mid-level director

Q3 – Available funds reallocated to Vice President (50%) and mid-level director (50%)

Q4 – Available funds reallocated to Vice President

Q5 – Comprehensive department review process will commence immediately to assess causes for low performance and develop an improvement plan. Available funds reallocated to Vice President.

Exceptions and clarifications:

1. Vacancies (full or partial) created by “temporary” reassignments (LWOPs, time buyouts on grants, etc.) are managed by the units and are not subject to the quintile guidelines.
2. For staff and faculty, any vacancy arising from dismissal for cause or for unsatisfactory performance will be retained by the department and Director.

The above guidelines will be the standard practice for implementing program prioritization but do not preclude Deans, Directors or Vice Presidents from making strategic reallocations.