

Memorandum

To: Chancellor's Council
From: Morris Taylor, Vice Chancellor for Administration
Ref: Strategic Position Alignment (SPA) Process

SIUE will employ a new Strategic Position Alignment process (SPA) for all position requests (civil service, extra-help, administrative/professional staff, graduate assistants, and all faculty positions). Grant funded positions are exempt from this process. Student worker positions are temporarily exempt from this process, pending further review. Hiring managers are required to submit a SPA form(s) for review and approval for all replacement or new positions. Instituting this process is part of a broader effort to realign resources with our institutional priorities and strategic plan.

The (3) steps of the SPA Process are as follows:

Step 1:

In each division, all Strategic Position Alignment (SPA) forms are submitted by hiring managers or academic deans to the Vice Chancellor or unit head for an initial review. The Vice Chancellor signs the SPA form(s) and checks the approved or denied box.

For staff positions: SPA form(s) approved at the Vice Chancellor or unit level are forwarded to Chancellor's Council for review at the Chancellor's Council Planning (CCP) meetings held each Friday.

For faculty positions: After careful consideration by individual deans, SPA form(s) may be submitted for consideration by a review committee consisting of all deans and the Associate Vice Chancellor for Enrollment Management and the Director of Institutional Research and Page Break serve in a non-voting, ex-officio capacity.

Step 2:

For staff positions: At the CCP meetings, Chancellor's Council members will determine, by consensus, which positions are forwarded to the Chancellor. The Vice Chancellor for Administration will sign the form on behalf of Chancellor's Council and check the approved or denied box at the end of the SPA form(s). Only approved forms will be forwarded to the Chancellor for review.

For faculty positions: The deans will choose a chair of their review process who will serve as the primary point of contact for the Provost.

At Deans Council, academic deans will determine, by consensus, which positions are forwarded to the Provost. The chair of the Deans Council SPA Review Committee will sign the form on behalf of Deans Council and check the recommended or denied box at the end of the SPA form(s). Only approved forms will be forwarded to the Provost for review.

Step 3:

For staff positions: SPA form(s) approved by the Chancellor will be submitted to human resources (HR) by the university Budget Director for processing. Upon receipt of the approved SPA form(s), a staff member in HR will notify the appropriate Vice Chancellor and/or hiring manager that they are now approved to initiate a new position request in HireTouch (this applies to all civil service, extra-help, administrative/professional staff positions).

For faculty positions: SPA form(s) approved by the Provost will be considered by the Chancellor. If approved, the Chancellor's Office will route the signed forms to the Office of the Provost for processing. The Provost (or designee) will communicate next steps to academic deans.