



Central State University

Strategic Position Review Process

The Strategic Position Review (SPR) is a Cabinet Level initiative that is a requirement for determining whether to post staff positions at all levels.

The New SPR Process (replacing the old SPR Process) requires increased scrutiny and accountability of all vacant positions prior to the positions being eligible for announcement. All current vacant staff positions will be reviewed via the New SPR process.

1. The Dean/Director will complete a SPR Questionnaire and submit it to the Area Vice President.
2. A Position Description will be attached to the SPR. Revisions from a previous position description will be highlighted.
3. The Area VP will decide whether to deny or advance the SPR as follows:
 - a. SPR's denied at the VP level go no further. The VP will advise the Dean/Director accordingly.
 - b. SPR's approved at the VP level advance to the next step. The VP will advise the Dean/Director that the SPR will advance to the Cabinet Level.
4. The VP will sign off on any SPR Questionnaire's approved at the VP level.
5. The Department VP will submit the SPR to the VP Administration & Finance/CFO.
6. SPRs will be presented to the Cabinet from the VP Administration & Finance/CFO for review, discussion, and approval.
7. The Department VP must present a case for acceptance and approval of the SPR and satisfy any concerns of the Cabinet. The presentation must include:
 - a. Evidence of Optimal Organizational Structure considerations for the department and division.
 - b. Adherence to the Headcount considerations for the division and the University, or facts and evidence to support a necessary adjustment.

- c. Adherence to fiscal limitations contained within the divisional budget or facts and evidence to support a necessary adjustment.
 - d. Discussion of why the duties are necessary, why the duties cannot be absorbed into another position at the University, and whether the duties are appropriately performed by the position in question.
 - e. Discussion and identification of specific human resources at the University who can be considered for movement to fill the duties of the position, if appropriate.
 - f. Discussion on whether the position is to be filled and announced internally or announced externally.
8. A decision on the status of the SPR will be made at the Cabinet Meeting
 9. SPR's can be tabled for further study and information and decided at a subsequent Cabinet Meeting.
 10. The Cabinet will hear SPR's as a standing agenda item
 11. All SPR's will be discussed simultaneously to maximize collaboration amongst VP's, and facilitate maintenance of the Optimal Organizational and Target Headcount for the University.
 12. The Cabinet will reach decision on SPR's by consensus. SPR decisions will be supported by all Cabinet Members.
 13. The President will make the final decision on SPR's.
 14. The Final decision on SPR's will be communicated as follows:
 - a. SPR's that are denied will go no further. The VP will advise the Dean/Director accordingly.
 - b. SPR's that are approved will be forwarded to Human Resources for further processing.
 15. Human Resources will officially notify the Dean/Director (and VP) in writing that the SPR has been approved and that an electronic requisition must be initiated via the CSU Careers Online System.