

POLICY 8.7 – Vacancies

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Vacancies

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures:

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.9 – Vacancies*]

I. PURPOSE

This policy applies to the filling of vacancies in Select Administrative Group Employees (SAGE) positions.

II. POLICY

- 1.00 If there is a vacancy in a SAGE position which Western decides to fill, the vacancy shall be filled as follows:
- (a) The position will be posted on the University's web site linked to the Human Resources home page for a period of a minimum of one (1) week, with SAGE members having the first opportunity to be considered for the vacant position. Skill, ability and qualifications to perform the requirements of the position shall be the determining factor, except where the skill, ability and qualifications of those SAGE members who apply are relatively equal, in which case the SAGE member with the longer service shall be identified and placed in the vacant position.
 - (b) If there is no SAGE member with the skill, ability and qualifications to perform the requirements of the position, Western may fill the position from any source.