November 2, 2015

UC San Diego Health Sciences Position Review Policy Updates

Policy Updates:

A. Student employment positions (salaried) will not be subject to review by the Position Review Committee (PRC). Departments do not need to submit a Position Justification Form (PJF) or obtain PRC approval for requesting/filling a student position.

Procedural Updates:

A. Approvals for PJFs are electronically sent to the appropriate department approvers (e.g. DBO, CAO, and Chair/Chair Delegate). Upload of CAO approval e-mail is no longer necessary since the department CAO will receive an e-mail for approval of the submitted PJF.

B. Org charts submitted with a PJF should highlight the new/replacement position. The position should be easily located on the org chart for reviewers to quickly identify where the position is in relation to the department’s organizational structure. If replacement position, indicate incumbent’s name in the additional comments section of the PJF.
September 22, 2015

UC San Diego Health Sciences Position Review Policy Updates

Policy Updates:
A. MSP Staff Physician positions are reviewed by the Health Sciences Expenditure Control Committee (ECC) and not the Position Review Committee. Therefore, this population is not in the scope of PRC and is excluded from this policy but subject to the guidelines set by the ECC.

B. Approved Position Justification Forms have an expiration of 6-months after the date of PRC approval.

Procedural Updates:
A. To ensure business alignment of our operations and the organization’s strategic goals as it relates to finances, clinical alignment and human capital, the following procedural updates will be implemented immediately for the Position Review process. Any newly submitted Position Justification Form (PJFS) must include the following:

1. Organizational Chart is a required supportive document with each PJF submission.
2. Staffing/productivity metrics must be included in the justification for the position.
3. In the case of positions with funding sources other than grant, philanthropy or other dedicated funds, the appropriate business case metrics must be provided to support incremental clinical or other revenue to cover the expense.
4. Approvals from Chief Administrative Officer (CAO), Department Business Officer (DBO)/Administrative Vice Chair (AdVC), and Department Chair are required for all positions.* Except when:
   ➢ The Department Chair has delegated approval authority of PJF to DBO/AdVC.

*Additional instructions regarding approval documentation can be found at the top of the online Position Justification Form.

PJFs received by the weekly deadline of September 1st will not be subject to the procedural update described above. All forms submitted on or after September 2, 2015 will require the additional documentation, justification and approvals as outlined.

B. An abbreviated PJF must be submitted online for all 100% grant/contract funded positions.

C. General questions and or inquiries can be directed to the Position Review Committee (PRC) Office. Contact information is:
   - E-mail:  hsprc@ucsd.edu
   - Office Mainline:  619-543-2206

D. PRC will meet on a biweekly basis starting immediately.
UC San Diego Health Sciences Position Review Policy

Overview
As part of the 100 Day Plan, it is necessary to implement a procedure to review and evaluate labor costs. One step in this effort will be to implement an evaluation and approval process for all open, new and replacement non-faculty academic and staff positions for the School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences.

New Policy
All requests for new or replacement positions will be submitted to the Position Review Committee (PRC) for review and approval prior to job posting and active recruitment. These requests include, staff, temporary, non-faculty academic and student positions. All positions which require a waiver, open recruitment or contract must be reviewed by the PRC. Positions for which an offer has already been made or that are 100% grant funded are excluded from PRC review.

Position Review Committee
The Position Review Committee is comprised of the following:
- CFO (Finance)*
- CHRO, Health Sciences (HR)*
- Chief of Staff, Vice Chancellor Health Sciences*
- Chief of Staff, Health System*
- Professional Schools Department Chair**
*Standing committee member.
**Chair rotation every 6-months to serve on committee.

Process
The first step will be to provide to each Chair, Director or other appropriate leader a list of all current open positions in their areas of responsibility. The respective leader will be asked to review the list of open positions and determine which requisitions they determine are critical to replace. Each request will require a completed Position Justification Form signed by the department Chair or Medical Director. This will apply to all current requisitions where an offer of employment has not been made and accepted.

Moving forward, requisitions for temporary, replacement and new positions will require the completion of the Position Justification Form and the review and approval of the Position Review Committee. The Position Review Committee will establish a regular meeting schedule and provide a process to review critical urgent requests.

If a position is denied by the Position Review Committee, the department Chair or Medical Director can re-submit the request to the Position Review Committee with updated information for additional consideration and final decision. A position can be submitted a maximum of two times.

Administration
Monica Redmond will coordinate the Health Sciences Position Review Committee agenda and serve as the contact for submission and distribution of materials. Kate Wilhelm will provide additional support and oversight.

Contacts
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