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## Complement Replacement

Vice-President (Fredericton)

Guideline

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### 1.0 Purpose

- 1.1 Based on the deficit forecasted for 2007/08 and beyond, the University Management Committee committed to the Board of Governors to review the cost structure of the Fredericton Campus and recommend substantive changes to enhance “sustainability”.

### 2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 This procedure applies to all continuing full-time, continuing part-time and term full-time faculty and staff positions funded from the operating budget , including those considered to be Externally Funded Positions (i.e. recovered in full or part).

### 3.0 Definitions

- 3.1 Externally Funded Positions are defined as positions whose funding is dependent in whole or part on funding external to the budget envelope.

### 4.0 General Implementation to faculty and staff Position Numbers

- 4.1 Effective May 1, 2007, one hundred percent (100%) of known or unforeseen vacancies occurring during the fiscal year shall be returned (or “surrendered”) to the Vice-President accountable for the budget Portfolio as soon as documentation is received by the Resource Planning & Budgeting (“RPB”) Team.
- 4.2 Portfolio Managers are responsible for ensuring that the Vice-President, Human Resources & Organizational Development and the RPB Team receive timely information with regard to mandatory retirements, non-mandatory retirements and resignations.
- 4.3 Once documentation is received, the RPB Team shall remove the related Position Number and related funding from the Complement Planning Templates and ongoing budget of the unit.
- 4.4 The Vice-President accountable for the budget Portfolio may return some or all complement positions (vacancies), in a selective manner, based on the anticipated impact on areas of academic and operational strength (e.g. strategic enrolment management, research, accreditation/quality assurance requirements, operational necessity or strategic importance). The RPB Team will restore or add a Position Number and related funding to a unit only on written authorization of the Vice-President. Please note that Portfolio Managers should NOT assume that

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any surrendered position will be returned back to the unit of origin.

- 4.6 An In-Year Salary Savings Procedure is also in place and may be found on the Policy Repository<sup>1</sup>.
- 4.7 When a faculty or staff Position Number is granted/returned to a Portfolio, the Complement Replacement Value is budgeted to fill that position. The Complement Replacement Value is the dollar value assigned to each position in our annual planning and budgeting process. Please refer to faculty values in the Appendix to this procedure. Staff values are subject to review by the relevant Vice-President, however, the salary of the departing staff member shall be used as a placeholder. Once a position has been budgeted, the appointment of a position where annual pay exceeds the Complement Replacement Value is permitted only where the Portfolio Manager has identified sources of ongoing funding to offset the difference. Where the appointment of a position results in annual pay less than the Complement Replacement Value, the difference shall be reallocated to a part-time pool within the Portfolio for use by the Portfolio Manager.
- 4.8 On application to the relevant Vice-President, Transition Funding may be provided for each faculty or staff Position Number surrendered to the Vice-President. This one-time funding provides a maximum of five stipends (based on faculty's normal teaching load) for each faculty position, pro-rated based on the amount of time the academic unit is without the position. Alternately, up to \$10,000 will be transferred for each support staff position surrendered, pro-rated based on the amount of the fiscal year the unit is without the position.

### 5.0 Implementation to Faculty, Instructor and Librarian Positions ("faculty"): Request of Positions

- 5.1 The objective of this process is to provide structure for the strategic deployment of vacancies identified between budget approvals.
- 5.2 Faculty, Instructor or Librarian positions which become vacant as a result of an unsuccessful assessment for tenure may be authorized for continuing appointment and are not subject to strategic redeployment at that time unless requested by the budget Portfolio Manager.
- 5.3 Faculty, Instructor or Librarian positions which become vacant for any reason within 24 months of appointment of the incumbent to the continuing position may be authorized for continuing appointment and are not subject to strategic redeployment at that time, unless requested by the budget Portfolio Manager.
- 5.4 The authorization of advertisement for continuing appointments (to vacant faculty Position

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<sup>1</sup> Policy repository found at <http://www.unb.ca/secretariat/policy-repository/>

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Numbers) shall be deferred so that they may be pooled and considered by the Vice-President (Fredericton) once a year for strategic deployment across the Faculties.

- 5.5 Position Numbers which have been deferred may be backfilled for *a one-year term* on either a full-time or part-time basis at the discretion of the Vice-President and based on a Faculty Requisition completed by the Dean.
- 5.6 Position Numbers which have been deferred may be:
- Collapsed by the Vice-President (Fredericton) in satisfaction of budget reductions or other commitments (e.g. bridging commitments) after which no continuing appointment is possible;
  - Held by the Vice-President for consideration at a future time; or,
  - Subject to a process to determine deployment across the Faculties.
- 5.7 The Vice-President (Fredericton) shall determine how many Position Numbers will be collapsed no later than March 1<sup>st</sup> each year so that the Campus budget may be compiled and submitted to the Board.
- 5.8 No later than the May 1<sup>st</sup> each year, the Deans will be made aware of the number of Position Numbers to be “held” as well as the number “subject to deployment” and will be authorized for advertising in the coming year. Deans may make submissions identifying and ranking their strategic priorities.
- 5.9 Approximately May 15<sup>th</sup> each year, Deans Council will meet with the Vice-President (Fredericton) to review and discuss submissions and offer recommendations to the Vice-President with regard to the ranking of overall strategic priorities with regard to these continuing appointments.
- 5.10 Approximately May 31<sup>st</sup> each year, the Vice-President (Fredericton) will communicate his/her determination with regard to the strategic deployment of these continuing appointments allowing Deans to initiate advertisements with the Academic Administration Office for commencement July 1<sup>st</sup> of the following year.

### 6.0 Interpretation and Questions

- 6.1 The Vice-President (Fredericton) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this procedure may be directed to [budgethelp@unb.ca](mailto:budgethelp@unb.ca).