

Marquette University  
Provost Policy

Policy on Vacated Permanent Faculty and Staff Lines

1. When a permanent faculty or staff line is vacated due to retirement or individual leaving the university or any other reason, the line will be allocated to the Office of the Provost.
2. Deans, Vice Presidents, Vice Provosts, or CIO may request the line be reallocated back to the college/school or unit by providing the Office of the Provost detailed justification of reason line needs to be reallocated including impact of line not being reallocated back to the college/school or unit. The Vacant Faculty Justification form/Vacant Staff Justification form should be used to provide detailed justification and impact statement. Form should be emailed to Senior Director of Academic Division Operations (sally.doyle@marquette.edu).
3. For vacated faculty line associated with faculty going up for tenure, if the department, area/college/school or dean had recommended the faculty member not be granted tenure, in most cases, the faculty line will remain within the college to be allocated at the discretion of the dean, with the initial preference to return the line to the department/program from which the line originated.
4. When a vacated faculty line is reallocated to a college/school it will generally be at the rank of assistant professor. The line value will be determined by using national salary surveys such as the ones used for the merit pool determination. The Senior Director of Academic Division Operations will ensure the appropriate rank and adjusted salary are identified in the Online Recruiting System.
5. When a vacated staff line is reallocated to a college/school or unit the line value will be set according to Human Resource's compensation structure. The Senior Director of Academic Division Operations will ensure the adjusted salary is identified in the Online Recruiting System.
6. Salary savings in reallocation of faculty and staff lines remaining after salary determination will remain in the Office of the Provost.
7. College/School desiring to hire at advanced rank (associate or full professor) should follow the policy found in the Statutes on Faculty Appointment, Promotion and Tenure section 303.04.

Note: This policy does not pertain to the Law School or School of Dentistry

Policy issued in writing: August 13, 2015 by Dr. Daniel Myers, Provost

