



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
Charles A. Maimone, Executive Vice Chancellor, Finance and Administration 

SUBJECT: Positions Vacant for more than 12 Months Regardless of Funding Source

DATE: November 11, 2024

The University of North Carolina System President Peter Hans has approved a regulation extending the [delegation of authority and granting management flexibility on human resources matters](#) for most personnel actions to the chancellors of UNC System institutions. This includes a new requirement for abolishing positions vacant for more than 12 months.

The regulation is effective January 1, 2025. The regulation presumes institutions will abolish all positions, regardless of funding source, vacant for longer than one year, with a few possible exceptions, including:

- The position is currently under active recruitment.
- The position is open because the incumbent is currently serving in an interim position, e.g., a faculty member is filling an administrative position.

Following this memo, the University Budget Office will send a worksheet with a list of positions vacant for more than 12 months, effective January 1, 2025, that fall within your college or division. You are asked to categorize each position according to the following code:

- Abolish the position.
- Keep the position as it is under active recruitment (the position is currently posted).
- Keep the position as the incumbent is currently serving in another role.
- Keep the position for another reason. This requires a detailed justification for keeping the position.

Please understand that abolishing a position in PeopleSoft HR does not equate to losing budget/funding in PeopleSoft Financials for the position. It is recommended that any funds made available by abolishing positions be realigned to match the unit and University Strategic Priorities.

As an institution, we want to act on abolishing positions before the first of the year to best align with the new requirement. **Your completed worksheet should be returned to Mandy Blackmon (mandy_blackmon@ncsu.edu) no later than Monday, December 2, 2024.**

Questions should first be directed toward the budget/finance professional or HR Lead for your college/division. Thank you for your prompt attention to this matter.