**Research Core Facility Staffing Change Request Process**

With the new subsidy model that is based on 40% of RCF labor costs, adding new staff to RCFs increases the cost to not just the RCF budget, but also to the OVPRI budget. To best serve the UO Research enterprise, a specific and transparent process to request changes in RCF staffing, which was recommended by the RCF Task Force, is provided here. Such RCF staff increase requests also provide a strategic planning opportunity for both the RCF and OVPRI and should lead to a long-term increase in RCF sustainability and accountability.

**Purpose**:

* To ensure that RCFs are well-positioned to address future research needs of faculty, students, external collaborators and industrial partners, as well as their own pursuit of long-term success and sustainability.
* To ensure that OVPRI has adequate planning for budgetary purposes and strategic allocation of resources.
* To provide a fair and transparent process across all RCFs for staffing changes.

**Process:**

1. RCF Director/Managers will consult with their FAC/Chair and supervisor to obtain support via consensus to move forward with a request to change staffing.
2. RCF Director/Managers will provide a written justification in Word submitted to their supervisor that details any increase in staffing or replacement of departing staff. This justification will include:
   1. A brief (short paragraph) description of the position and duties.
   2. A graph and/or table of costs and revenue for the last two years and projected for the next two years. If the RCF has multiple facilities, then this budget information should be for the facility in which staffing change is occurring.
   3. An explanation of why the position is needed and the timeline for hiring and onboarding.
   4. An updated business plan for how the RCF will plan for increased cost associated with the staffing change, while maintaining sustainability. This should include:
      1. How this staffing change will impact current and future costs, revenue, and service. How many users will benefit? Will the hire increase users? If so, how specifically? Will these users be internal, external, or both?
      2. If there is a gap between on-boarding and the ability to capture the increase in costs with revenue, this should be explained in detail, with specific business plans to mitigate any negative impact.
      3. A mitigation strategy if the above updated business plan does not work out (e.g. will this position be eliminated, will other FTE be reduced, etc.)
3. Upon review by the RCF Director’s supervisor, the VPRI may select an additional member of the OVPRI executive team to review the justification and send back any remaining questions that need to be answered by RCF staff and/or faculty before review.
4. The OVPRI executive team will review the proposed change on the basis of the following criteria:
   1. Business plan and sustainability of RCF
   2. Availability of OVPRI funds to expand
   3. Strategic priorities for the University
5. The VPRI will make a final decision after recommendation from the executive team and inform the RCF Director/Manager and their supervisor.