

CORNELL UNIVERSITY
POSITION CONTROL PROCESS
INTERNAL QUICK REFERENCE GUIDE

(Effective February 27, 2025 to June 30, 2025)

University Statement

All college, school, and administrative units will pause starting new searches for personnel until June 30 to give the university time to assess and model the financial impact of evolving federal policies.

I. University Position Control Committee

The university has implemented a position control process for all hiring. The pause best positions us, due to the increased level of review, to carefully and with due restraint, advance only those positions that are determined to be essential at this time.

Positions determined by deans, vice provosts, and vice presidents to be mission-critical to their unit will be advanced for further review.

A. Submission Requirements

- Non-academic (staff and union) full-time, part-time and term appointment – new positions, replacement positions, reclassifications, extension to term appointments and change in effort or change in salary regardless of fund source
- Non-academic staff pay increases – acting rates, additional pay, change to base pay
- Academic hiring – colleges work with their deans for approval from the provost
- Temporary and casual appointments, including temp agency, domestic and international independent contractors – no approval by Committee, does require careful college/unit review to determine the work is mission critical; these expenses will be monitored through general expense budgets

B. Submission Process and Meeting Schedule

- Submit requests to [Team Dynamix \(TDX\) Position Review Intake Tool](#) by 12:00 PM Tuesday for weekly Thursday review meetings
- Requests come from local HR lead, or designee, noting dean, vice provost and vice president approval and what alternative solutions have been considered
- When position requests are in administrative functional areas, the functional lead or designee will be a shared decision maker
- Late submissions will be reviewed at the next scheduled meeting
- Position Control Committee decision provided to requestor by Friday

- Academic hire requests submitted via email to provost@cornell.edu noting mission critical justification

03.07.2025	03.13.2025	03.20.2025	03.27.2025	04.03.2025	04.10.2025
04.17.2025	04.24.2025	05.01.2025	05.08.2025	05.15.2025	05.22.2025
05.29.2025	06.05.2025	06.12.2025	06.19.2025	06.26.2025	

C. Current Priorities

The Position Control Committee is primarily approving mission critical positions essential to the university’s primary mission of education, research and service.

- Directly impacting the delivery of core services (e.g., teaching, research)
- Indirectly impacting and/or supporting critical operations that enable core services or sustain daily operations (e.g., IT support, maintenance)
- Performing work for which Cornell is contractually obligated

D. Required Documentation

- General Position information including position number
- Detailed position justification
- Funding source distribution
- For reclassifications also include:
 - Evidence of increased role complexity (not just workload)
 - Updated job description and proposed job profile
 - Current organizational chart

E. Important Notes

- One-time hiring, discretionary, retention bonuses, or temporary stipends may be considered with prior authorization from the Dean, Vice Provost or Vice President. All requests for extension must be approved by the University Position Control Committee.
- To ensure university stewardship and mindfulness of position management, carefully consider the impact using following questions as a guide prior to submitting a request.

For New or Replacement positions:

- What are the consequences if the position is not filled, is it still a priority?
- Have other alternatives been explored to accomplish the work?
- Can we upskill an individual vs. adding a new role?
- Is there work that we can stop doing or any opportunity for efficiencies?
- Is there opportunity to replace tasks via automation?
- Can work be completed by a GIG opportunity?

For Reclassifications:

- Have the employee’s responsibilities increased significantly?
- How has the position expectations changed?

- Does the reclassification affect organizational structure?
- Have you considered university consistency for others doing similar work?
- Will there be new or additional supervisory responsibilities for the employee?