Non-faculty Hiring Review Justification Form

Instructions
This form is to be used by all departments that are requesting to fill a vacant position or create a new position. It is imperative that questions are answered with as much detailed information as possible to support the request. An updated job description must accompany this form.

<table>
<thead>
<tr>
<th>Department:</th>
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<tbody>
<tr>
<td>Position Title:</td>
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<tr>
<td>Prior Incumbent:</td>
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<tr>
<td>☐ F/T ☐ P/T 25 hrs/wk</td>
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Justification
1. Is the position immediately critical to meeting/sustaining accreditation requirements? ☐ Yes ☐ No
2. Is the position critical to fulfilling the department’s core mission and/or strategic plan initiative? ☐ Yes ☐ No
3. If the position is not filled, does it create a safety concern or compliance issue? ☐ Yes ☐ No
4. Can filling the position be delayed? ☐ Yes ☐ No
   If “yes”, until when? If no, describe why this position must be filled immediately.

5. How will the position be funded? ☐ New Funding ______ (indicate budget source) ☐ Existing Line
   ☐ Reallocated Funds (provide details and budget sources) _____________________________

6. What salary are you requesting for the replacement? (include justification)
   ____________________________________________________________

7. What would be the impact to the department or division if the position is not filled (i.e. describe impact within the department and if applicable, within the University)?
   ____________________________________________________________

8. Can the duties of this position be reassigned to other staff within the department or division?
   ____________________________________________________________

9. If this position has been vacant more than one month, please explain how the work has been accomplished. ____________________________________________

10. If this is a newly created position, why is this position being created at this time?
Requestor Name | Signature | Date
---|---|---
Executive Leadership Agreement | Signature | Date

Requestor: Do not complete this section.

Human Resources Recommendations/Comments/Surveys used:

Budget Comments (for availability & source of funds):

Human Resources Approval | Signature | Date
---|---|---
Budget Approval | Signature | Date
Final Approval | Signature | Date