Academic Hiring Request Form

Academic Hiring Request Form Instructions:
- This form is required to request the following:
    - New academic position*****
    - New posting of an existing vacant academic position
- The requestor is asked to document how the position is critical to operations and approval to hire will be contingent on the strategic importance of the position and availability of funding.
- Even though PTF "instructional" assignments are exempt, school/college departments should be mindful of whether the position is truly needed given the associated costs and attempt to minimize expenses.

Is an academic hiring form required to post/fill a position?**:

Position Classification or Type	Fully or partially funded by general or designated funds	100% non-general funded (auxiliary, grant funded, etc.)
Deans and Chairs	No	No
Associate/Vice Deans and Associate Chairs	Yes	No
Academic Directors	Yes	No
Faculty, AAUP Represented (all ranks & tracks) *	Yes	No
Faculty, Non-Represented (all ranks & tracks)	Yes	No
Academic Staff, Represented	Yes	No
Graduate Assistants	No	No
Research Assistants and Associates	Yes	No
Other Academic Administrative	Yes	No
P/T Faculty Non-Instructional over $10,000	Yes	No
P/T Faculty (Instructional) and Instructional Assistants	No	No

*This excludes new T/TT Faculty positions requested and approved via the annual T/TT Hiring Plan

**Please review [the non-academic hiring request form found on HR's website](#) for information regarding other position types.

Academic Hiring Request Form

_____   _____   **#** _____
REQUESTOR NAME/TITLE   **EMAIL**

_____   _____
   SCHOOL/COLLEGE/DIVISION   **DEPARTMENT**

Request Details – please check all boxes that apply

Request to Create a New Academic Position *(complete page 3)*:

  __ New T/TT Position*

  __ Non-T/TT Position (e.g., faculty (clinical), academic staff, academic directors)

Request for Existing Academic Position *(complete page 4)*:

  __ Request to Post an Existing Vacant T/TT Position*

  __ Request to Post an Existing Vacant Non-T/TT Position (e.g., faculty (clinical), academic staff, academic directors)

Waiver Request *(attach candidate CV and complete page 5)*:

  __ Posting Requirement Request

  __ External and/or Internal Recommendation Letters

  __ Tenure/Tenure Track Requirement for Administrative Positions

  __ Salary Adjustment Greater than 5%   Amount or % of increase:

  __ Other, Requires Explanation

    POSITION INFORMATION:

Current or Requested Title/Faculty Rank:
Name of Candidate (if waiver is requested):
Existing Position # and Position Budget $:
Funding Source Index (incl. %):
For Existing Positions, Date Position Became Vacant:

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Complete the following for <mark>NEW</mark> Academic Position Requests:

Rationale for Requested Title or Rank
List of Duties
List of Qualifications
Who will be this position report to? Please provide name and title.
Will the position have any supervisor responsibilities? If so, list the specific titles or positions of the employees this position would supervise.
Please provide the source of funding for this position. (e.g. general funds, grant, auxiliary funds) *Please note new academic positions on general funds require Associate Provost and Provost approval. New academic positions on non-general funds require Associate Provost approval only. Associate Provost approval is required to review the qualifications and duties to properly classify the position.*

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Complete the following for EXISTING Academic Position Requests:

Reason why Position is Vacant
Please provide a brief justification on why the search should continue and describe how recruiting for this position supports and advances University strategic goals?
Please describe the rationale in terms of its alignment with your S/C/D strategic direction.
Please describe the critical nature of recruiting for this position. (if faculty, please use APS information)
What other options can be pursued and can any one of these options be employed on a short term or long-term basis? If there are no options available, please explain.

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Complete the following for <mark>WAIVER</mark> Requests:

Justification for waiver request:

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Approver	Approval	Signature/Date
Requestor Signature (e.g., Chair)		
Business Affairs Officer	__ GF Available __ GF Not Available (Provide explanation)	
Applicable Dean/VP	__ Approve Hire Request __ Disapprove Hiring Request (Return to Requestor)	
Lisa Shrader, Assistant Vice President Academic Affairs	__ Approve Hire Request __ Disapprove Hiring Request	
Boris Baltes, Sr. Vice Provost & VP for Academic Personnel	__ Fill Position __ Delay Hiring	
Laurie M. Lauzon Clabo, Provost & Executive VP for Academic Affairs	__ Fill Position __ Delay Hiring	