

Critical Hire Justification Template

Division/Department and Contact Information

Division/Department Name:	
Submitted by (name):	Email Address:
Contact Phone Number:	

Position Data

<input type="checkbox"/> Vacant Position Request	<input type="checkbox"/> New Position Request		
Department:	Position Number:		
Contract Title:	Position Budgeted Amount:		
Date position became vacant:	Classification Title (HEO/Class/ECP/Fac)		
Previous Incumbent (EMPLID):	Previous Incumbent Salary:		
How has the work been covered since the previous incumbent left?			
Pay Grade/Range for Position (please list all):	Minimum	Midpoint	Maximum
Anticipated Salary of New Incumbent:			
Fund Source:			

Justification Narrative:

Please provide a narrative of the role and need for continuance. Include how this position will: a) address health & safety; b) support academic excellence and retention; c) minimize operational disruption; d) result in cost reduction or savings; e) support strategic investments
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When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.

What other alternatives or organization strategies have been considered?

Approvals:

This request will not be accepted or considered without the signed form.

Cabinet Member: _____ Date: _____

Chief Business Officer: _____ Date: _____

Director of H.R.: _____ Date: _____