

Critical Hire Justification Template

Department/Unit Name:	
Submitted by (name):	Title of Submitter:
Email Address:	Contact Number:

<input type="checkbox"/> Faculty		New Position Request	
<input type="checkbox"/> Staff		Vacant Position Request	
		Reclassification Request	
Department:		Position Number:	
Expected Position Title:		Expected Position Budget:	
Date position became vacant OR expected effective date:		Expected Classification Title:	
Current or Previous Incumbent (name):		Current or Previous Incumbent Salary:	
Expected BCAT code and pay range:	Minimum	Midpoint	Maximum
Anticipated Salary:	If the anticipated salary exceeds \$100,000 please provide an explanation (<i>effective 3/2/2020 per USG FAQs</i>):		
Funding type:	Resident Instruction Auxiliary	Other State (not grant)	Restricted/Grant (Please include a copy of the award letter and award budget)
Fund Source (fund code, please list all if multiple):			

Please provide a narrative of the role and its justification to be filled.

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 (units reporting to the Provost):

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

Dean/Director/Academic VP: _____ Date: _____

Provost: _____ Date: _____

President: _____ Date: _____

Chief Business Officer (for transmittal to USG only): _____ Date: _____

Approvals (units reporting to the President):

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

Associate VP/Director/Major Unit Head: _____ Date: _____

Vice President/Athletic Director _____ Date: _____

President: _____ Date: _____

Chief Business Officer (for transmittal to USG only): _____ Date: _____

Once completed, including all approved signatures, please return all forms to the Office of Human Resources, Jackson Street Building.