



## Request for Approval to Fill Critical Personnel Vacancy - Faculty

1. Division \_\_\_\_\_
2. Department \_\_\_\_\_
3. Position Title \_\_\_\_\_
4. Field of Specialization \_\_\_\_\_
5. No. of Hires Requested for Position Title \_\_\_\_\_
6. Total Salary & Benefits – Annually  
**Minimum:** \_\_\_\_\_ **Maximum:** \_\_\_\_\_  
\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_      \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_
7. Fund Sources:  
% State Funds \_\_\_\_\_ % Tuition Dollars \_\_\_\_\_  
% Other Funds - Grant Funds \_\_\_\_\_ Auxiliary Funds \_\_\_\_\_ Technology Fees \_\_\_\_\_
8. Cost of Total Current Vacant Positions for the Department \_\_\_\_\_
9. Estimated Hiring Date \_\_\_\_\_
10. Replacement Position?  No    Yes: Position # \_\_\_\_\_ New Position?  No    Yes
11. Name of Employee Being Replaced \_\_\_\_\_
12. Contact Person/Phone Number for Additional Information: \_\_\_\_\_
13. Justification Statement [Critical impacts associated with hiring delay (program & potential loss of other revenue). Time sensitivity of need, Number of positions currently performing the same job.]  
Semester: \_\_\_\_\_ # Sections: \_\_\_\_\_ # Seats per Section: \_\_\_\_\_ Total: \_\_\_\_\_  
Location: \_\_\_\_\_  
Semester: \_\_\_\_\_ # Sections: \_\_\_\_\_ # Seats per Section: \_\_\_\_\_ Total: \_\_\_\_\_  
Location: \_\_\_\_\_

Department Chair/Director Approval: \_\_\_\_\_

Date \_\_\_\_\_

Dean Approval: \_\_\_\_\_

Date \_\_\_\_\_

Vice President Approval: \_\_\_\_\_

Date \_\_\_\_\_

### Instructions for Completing Critical Hire

1. All information on the critical hire must be completed in order for the Provost to approve the search.
2. Total Salary & Benefits must list the ***minimum AND maximum***, including benefits (if applicable).
  - Full time: Total Salary = Salary + (19.50% of salary + \$7,400 Insurance)
  - Part time: Total Salary = Salary + 1.45% of salary
3. Tuition Cost: \$181.00 per credit hour for graduate courses and \$157.80 for undergraduate courses (for reporting purposes only).
4. Justification statement should include courses the faculty member will teach per semester, time sensitivity of need, number of positions currently performing the same job, program & potential loss of revenue and critical impacts associated with hiring delay. The more information included here the better. Please attach additional sheets if necessary.
5. Routing process: Department -> Dean's office -> Office of the Provost
6. Once the critical hire is approved, the Provost's office will notify the department.