UNIVERSITY *of* West Georgia

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.