

Instructions: The following documents must be attached with each request form and returned to HR: (1) Position Description (2) Department organizational chart, (3) Current and long rang budgetary impacts, (4) Funding sources including grant funds, and (5) if applicable, CV or resume of current incumbent for reclassification requests.

Position Details		
Department:	Position Title:	Position Number:
Hiring Manager:	Pay Type:	Position FTE:
Reason for Request:	Have the duties changed?	Is this position critical?
Funding Information		
Is this a grant funded position?	If yes, please attach grant information to this request.	
Reclassification Request		
Title of Current Vacant Position:	Current Pay Grade/Range:	
Recommended Re-class Title:	Recommended Pay Grade/Range:	
Position Justification		
<p><i>Please address the following: Current overall staffing need(s) of the campus, division, department and how this position addresses or meets this/these critical or operational needs; the consequences for not filling or re-classifying this position; the re-distribution or assumption of duties and responsibilities of the position should the position not be filled or re-classified; the impact to the campus or unit budget if the position is approved and/or not approved; the current staffing model in relation to the strategic plan for the campus or unit.</i></p>		

Services Impacted by Vacancy

Describe the implications of not filling the vacancy as it relates to: services provided to the university community, legal or regulatory compliance, health or safety concerns, any other liabilities.

Targeted recruitment activities to underrepresented populations

List how the recruitment process and hiring of this position will impact the Affirmative Action goals of the department. This should include the ways in which the recruiting process will target and assist underrepresented populations in achieving employment with UHCL. The department should list professional networks and identify potential candidates from underrepresented groups who may be potential candidates. The overall objective is to communicate in the recruitment process that UHCL is a welcoming and inclusive community that values diversity and promotes equality.

For Strategic Hiring Committee Use Only

Committee Comments:

Request Approved:	Critical	Essential	Functional	Request Denied:
Sr.VP., Academic Affairs/Provost, Dr. Steven Berberich:				Date:
Exec. Director, HR, Dr. Brad McGonagle:				Date:
Interim Budget Director, Deja Sero:				Date:
VP, A &F, Mark Denney:				Date:
Interim VP, Student Affairs, Dr. Dan Maxwell:				Date:
President, Dr. Ira Blake:				Date: