Hiring Requests Questions to submit to Hiring Review Committee

Department: Bioengineering Faculty Signature: ___________ Chair Signature: __________

Requested by: 

Position ID#: 

Job Title of Position:

% Time: 

Salary: 

Position Status:    □ New    Name: ___________________________

□ Replacement
□ Reclassification
□ Salary increase
□ Supplement
□ Temporary
□ Other ____________________________________

• Describe the direct strategic impact of the position to the success of our mission.

• Identify the funding source (please include account number)

• Can this work be redistributed within your organization and the position eliminated?

• Is it necessary to fill this position in this fiscal year? 
• Can this position be less than a 12 month appointment? 
• Can this position be less than full time?
• Can technology be utilized as an alternative to filling the position?
• Is this position legally mandated?
• Is the change requested directly related to retaining a key faculty or staff member?
The Process:
- Managers need to write the justification for request for a position, including answering all the questions in the President’s memo (the above questions).
- The manager should send it to her/his VP and the VP should approve it and then it comes to the committee via email.
- The committee meets once a week (Every Monday). Unless the Monday is a Holiday then it will be pushed to the following day.
- The committee will inform the VP and manager of the outcome via email or call the VP and manager if there are any questions.

Committee Members:
- Kelly Davis, Vice President for Business Affairs
- Dr. Ronald Elsenbaumer, Provost and VP of Academic Affairs
- Jean Hood, VP for Human Resources
- Also CC: Lara Ellison, Compensation Analyst and Daniel Arellano, Senior Compensation Analyst