



**SHARED SERVICES CENTER RECRUITMENT REQUEST FORM
(FAA, CHS, CON, SPH, SOE, HBSSW)**

Rev. 07/2018

This form must be completed by the requesting Academic or Administrative unit for all positions except student employee positions. New recruitments cannot begin until the Provost and Vice Chancellor for Academic Affairs or the Vice Chancellor for Finance and Admin Affairs have given approval on this form. Work with your Shared Services-HR representative who will prepare the necessary documents for review and will seek your assistance in completing the form. **For Academic Units only, University Staff Temporary Hires, Short Term AS and Recruitment waivers are exempt from this process.**

School/College and Division/Department:		Date:
Position Number:	Appointment %:	
Proposed Position Title:	Working Title:	
Fund (select fund(s): <input type="checkbox"/> 101 <input type="checkbox"/> 128 <input type="checkbox"/> 136 <input type="checkbox"/> 150 <input type="checkbox"/> Other(specify) _____		
Program:	Former Incumbent (leave blank for new)	
Appointment Type (select one): <input type="checkbox"/> Faculty <input type="checkbox"/> Academic Staff <input type="checkbox"/> Limited Title (LI) <input type="checkbox"/> University Staff Ongoing <input type="checkbox"/> University Staff Project <input type="checkbox"/> University Staff Temporary		
Prior Incumbent Name & Salary:	Supervisor Name:	
Anticipated Salary: \$	Desired Start Date:	
Position Summary & Additional Context (i.e existing position with funding, salary savings, reallocation of student wages, PR, etc.):		
SPC Plan Criteria: <input type="checkbox"/> Hires needed to maintain financial returns <input type="checkbox"/> Hires needed to maintain accreditation of academic programs <input type="checkbox"/> Hires needed for continuity of essential academic and non-academic operations <input type="checkbox"/> Campus Safety & Security <input type="checkbox"/> Hires from external funding, auxiliary funds, and funding restricted for special purposes <input type="checkbox"/> Actions required to maintain R1 status and national and international reputation of program <u>Explain:</u>		
Why are the following alternatives not feasible? <ul style="list-style-type: none"> • Eliminating the work or expanding a current team member(s) role, including short term overload and/or overtime • Hiring for the position at a lesser FTE, salary or classification • Contracting or outsourcing the work • Deferring filling the position • Collaborating with other units to centralize the work 		

Explain:

Approval: YES _____ NO _____

Signature – Dean/Assoc. Vice Chancellor or Director

Approval: YES _____ NO _____

Signature – Provost or Vice Chancellor

Return to: _____