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|  | ACADEMIC AFFAIRS NEW HIRE only  Personnel Requisition Justification |

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| ***DATE:*** Click or tap to enter a date.  ***UNIT:***  Choose an item.  ***LEAD BUDGET ANALYST:*** Click or tap here to enter text. ***INITIALS:***  **Submit through ADOBE and attach:**   * **HR Personnel Requisition for new position (not replacement)** * **Position Description** * **Organization Chart that includes the new position** |

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| ***Funding Source:*** Choose an item.  ***Budgetary Impact:*** Choose an item. |

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| ***Classification Title:*** Click or tap here to enter text. ***Working Title***: Click or tap here to enter text.  ***Internal or External Hire:*** Choose an item.  ***Position Type:*** Choose an item.  ***If hiring temporary or emergency hire, justify why below or in an attachment and list the end dates:***   * *Long Term Temporary (justify why below): Expiring on/before*:  ***DATE:*** Click or tap to enter a date. * *Emergency Hire (justify why below): Expiring on/before*: ***DATE:*** Click or tap to enter a date.   OR (CHECK BOX) 180 days |

**Approved for HR Review:**

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| ***Requesting Administrator:*** Click or tap here to enter text. | ***Signature:*** |
| ***Requesting Administrator One-up Manager (Dean or Vice Provost):***  Click or tap here to enter text. | ***Signature:*** |
| ***Justification:*** Click or tap here to enter text. | |

Provost VPAA/Resource Operations\_rev 08/16/2021