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|  | ACADEMIC AFFAIRSNEW 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