



## REQUEST FOR EMPLOYEE HIRE AUTHORIZATION TO FILL AN EXISTING VACANCY

November 5, 2008

Until further notice, effective immediately all new recruitment actions of whatever kind that would result in the hire of a new employee by the College must be pre-approved by the President's Executive Management Team. This approval must take place prior to advertising for the position or extending an offer of employment. The President's Executive Management Team consists of the Provost/Executive Vice President of Academic Affairs, the Executive Vice President for Business Affairs, the Executive Vice President for Student Affairs, the Executive Vice President for Marketing and Communications, the Executive Vice President for Advancement, the Senior Vice President for Legal Affairs, and the Senior Executive Assistant to the President.

This form must be completed fully and signed by the signatories indicated below before the hire recommendation is submitted to the Executive Management Team for consideration. Only positive recommendations are to be submitted for review by the Executive Management Team. A decision to permit a hire for the vacant position will be made by the Executive Team, in its sole discretion, based on its consideration of the answers provided to the following questions:

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1. What is the title of the vacant position?  
  
Is it fully funded for the current academic year?  
  
How long has it been vacant?
2. What are the principal duties of the position and how important is this position to the mission of the unit that will employ the new hire?
3. Is filling the position critical for one or more of the following: (a) accreditation; (b) regulatory compliance; (c) to meet a contractual or other legal obligation under an academic affiliation or research agreement or similar arrangement; (d) to meet an academic teaching need for an approved course or program of instruction; (e) to address the health or safety needs of the College community; or (f) other purpose of similar importance? Explain:
4. If this position is not filled, how will the College unit perform the responsibilities and duties of the position?
5. Has the unit explored other less expensive ways to perform the duties and responsibilities assigned to the position? Explain:

6. What, if any, negative financial or other consequences would there be if the College did not approve of this hire request? Explain:

Insert Any Additional Comments Here:

Signature of Form Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**MANAGEMENT ATTESTATION**

**TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE IN ALL MATERIAL RESPECTS. I APPROVE OF THIS RECOMMENDATION AND REQUEST THAT THE EXECUTIVE MANAGEMENT TEAM APPROVE A HIRE FOR THE POSITION INDICATED:**

Department Head/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION OF THE PRESIDENT'S EXECUTIVE MANAGEMENT TEAM**

**APPROVED:**

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_____	_____	_____
_____	_____	_____

**DISAPPROVED:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**TABLE FOR FURTHER CONSIDERATION:**