

Critical Hire Process and Justification Template

Critical Hire Process effectively 12/15/19:

- The critical hire process will apply to all vacant and new regular, full-time faculty and staff positions with a salary above \$40,000.
- A critical hire justification narrative will be required for all vacant and new positions prior to posting the position, to include the impact on your institution if the position is not filled.
- The President and Chief Business Office are required to review and approve all vacant and new regular, full-time faculty and staff vacant positions with a salary above \$40,000.
- Additionally, the System Office will review and approve all vacant and new regular, full-time staff vacant positions with a salary above \$40,000 before the recruitment of the position.
- On a monthly basis, institutions will provide a report to the System Office of all regular, full-time faculty and staff positions hired with a salary above \$40,000.

System Office Approval Timeline:

- The System Office will review and approve all full-time staff requests with a salary above \$40,000 will before recruitment.
- All Critical Hire requests must be submitted electronically via the approved web form, by Monday at the close of business each week for a response no later than Friday at 5pm the same week.
 - Requests for approval will not be accepted by email or any other means of submission.
- A System Office committee will review requests.
- Institutions are encouraged to develop their own internal process of review to validate position needs with institutional leadership prior to System Office submission.

Tips to Consider and Reminders:

- Institutions may choose to delay the hiring of a vacant position by 60, 90, and 120 days to allow for strategic evaluation and the optimal use of funds. If the institution makes the determination to proceed, the critical hire requests would be due at that point.
- The System Office must be consulted prior to executing strategic plans, actions, and communication. The goal of this expectation is to ensure that our policies and practices are followed and an appropriate communication plan is set forth for all stakeholders.

Position Review Entellitrak Requisition #

No changes Position Number

Critical Hire Justification Template

This worksheet must be submitted via SurveyGizmo by Monday close of business for a response Friday at 5pm the same week.

Institution and Contact Information

Institution Name:	
Submitted by (name):	Email Address:
Contact Number:	

Position Data

Vacant Position Request		New Position		Reclassification or Promotion	
Department:		Date Position Created:			
Position Title:		Amount Budgeted for Position:			
Date position became vacant:		Classification Title(Working Title, if any):			
Current or Previous Incumbent (name):		Current or Previous Incumbent Salary:			
Pay Grade/Pay Range of Title (please list all):Grade: <input type="text"/>	Minimum	Midpoint	Maximum		
Anticipated Salary:	If anticipated salary will be above \$100k, please provide an explanation:				
Fund Source: (ex. State, Grants, etc.)					

Justification Narrative:

Please provide a narrative of the role and need for continuance.

When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.

What other alternatives or organization strategies have been considered?

Approvals:

The signed form must be uploaded in the survey tool with the request. This request will not be accepted or considered without the signed form.

Chief Business Officer: _____ Date: _____

President: _____ Date: _____