# Essential Hiring Review Justification Form

A **Hiring Justification Request** must be completed for all benefited positions (.75 FTE or higher) and all adjunct staff positions (.75 FTE or higher). All fields must be completed before submission.

The completed form must be routed through your **Finance Director** after **Dean/VP/Cabinet member** for review and signature before being forwarded for **Provost** *(academic units only)* or **ELG** review.

**Effective July 1, 2025**, all benefited and adjunct staff positions (.75 FTE or higher) require ELG approval **and are subject to** a **120-day delay** from approval to hire. **Grant- and auxiliary-funded positions** **may be exempt** from the 120-day delay.

This form is required to be approved by ELG and attached to the Job Requisition prior to posting these positions**.** You may move forward with posting and beginning a search once the job requisition is approved, but the selected candidate’s start date must be at least 120 days after ELG approval.

**This fully approved form must be attached to the Job Requisition in Workday.**

|  |  |
| --- | --- |
| **College/Organizational Unit** | Click here to enter text. |
| **Workday Supervisory Org** | Click here to enter text. |
| **Workday Position Title** | Click here to enter text. |
| **Position Type** | Staff  Faculty  Adjunct Staff |
| **Type of Action** | Fill New Position  Refill of Vacancy |
| **FTE (must be 0.75 FTE or more)** | Click here to enter text. |
| **Current/Proposed Budget\*** | Click here to enter text. |
| **Anticipated Salary Range\*** | Click here to enter text. |
| **Prior Incumbent (if Refill)** | Click here to enter text. |
| **Proposed funding source**  **(check all that apply)** | Unrestricted/Operating  Auxiliary  Gifts  Grants  Specific Purpose (internally designated) |

# \*Salary Only

# Justification

1. **Core Duties and Strategic Need**

Briefly describe the primary functions of the position and how it aligns with your unit’s core mission and strategic

priorities.

Click here to enter text.

1. **Urgency and Timing**

Why must this position be filled now? Is there a specific date by which the position must be filled, and why?

Click here to enter text.

1. **Consequences of Delay or Vacancy**

What are the specific impacts if this position is not filled? (e.g., accreditation risk, compliance/safety issues,

disruption to essential services or student experience)

Click here to enter text.

1. **Alternatives or Restructures**

What efforts have been made to reorganize, combine, or reassign duties before submitting this request? If you are

proposing a reorganization or a reallocation of funds in conjunction with this request, please describe that here.

Click here to enter text.

1. **Vacancy Context (if refill)**

How long has the role been vacant, and how has the work been handled in the interim?

Click here to enter text.

1. **FTE Flexibility**

If this request cannot be approved at the proposed level, is a reduced FTE or temporary solution viable?

Click here to enter text.

1. **120 Day Delay**  
   Is this position subject to the 120-day delay? If this position is subject to the 120-day delay, how will you manage during the delay period? (include adjunct or temp hire, additional/supplemental pay, etc)

Click here to enter text.

1. **Requesting additional pay or temporary/adjunct hire during delayed hire or denied request**:  Yes  No

If yes, provide additional details: Click here to enter text.

**Signatures** (Enter Typed Name and Sign) **Date**

|  |  |  |
| --- | --- | --- |
| **Requested by** | Click here to enter text. | Click here to enter a date. |
| **Approval: Dean/VP:** | Click here to enter text. | Click here to enter a date. |
| **Approval: Finance Director** | Click here to enter text. | Click here to enter a date. |
| **Approval: Provost (if Academic Unit):** | Click here to enter text. | Click here to enter a date. |
| **Approval: ELG/Aaron D. Howell:** | Click here to enter text. | Click here to enter a date. |

# For Finance use only

# Status: Approved Request Additional information Held Denied

If approved, earliest hire date:  **No Delay  Delayed Hire Date:** Click here to enter a date.

If delayed or denied: Adjunct/temp hire approval:  Yes  No Additional pay approval:  Yes  No

**Important Note:**  
If this request is denied, please do not pursue alternatives such as adding supplemental pay, creating temporary roles, or other workarounds outside the hiring process as these actions can create inequities and unintended challenges. All hiring-related decisions must follow the established request and approval procedures.