

Strategic Hire Approval Form

Section A	Unit Name:				Business Manager's Name/Phone #:			
	*Employee/Candidate's Name:				Requesting Supervisor's Name/Phone#			
	<i>*Must add a separate list if action is for more than one employee</i>							
	Position Title:							
	Prior Incumbent's Name				Salary Range for ads:			
	Proposed Classification:				Number of weeks to post job:			
	Total FTE (if permanently funded):	<i>Do not enter</i>			Fund Source(s) (e.g., State, SSF, M7, Aux, Grants, etc.)			
	Total % (if soft-funded):	<i>Do not enter</i>			FTE or %			
	FOAPAL (1) (fund-org-sub):				Budgeted Amt (\$ annual cost)			
	FOAPAL (2) (fund-org-sub):				Est'd Benefit Cost Contribution			
FOAPAL (3) (fund-org-sub):				<i>Please note: For appointments that are Student Svcs Fee (20000) and/or M7 fee (20360) funded, benefit contributions will automatically be assessed. Please contact the DOS office for any questions you may have.</i>				

Section B	Actions require AVC approval				Actions require divisional approval			
	<input type="checkbox"/> Career Recruitment (straight replacement) <input type="checkbox"/> Career Recruitment (new position) <input type="checkbox"/> Career Recruitment (career appt w/budgetary end date) <div> <div></div> <div>end date</div> </div>				<input type="checkbox"/> Limited: Non-Recruitment (max 5 months) <input type="checkbox"/> Limited: Open Recruitment (less than 1,000 hrs) <div> <div></div> <div>start</div> <div>end</div> </div>			
	<input type="checkbox"/> Above Minimum Hire <div> <div></div> <div>% above min</div> <div>Salary</div> </div>				<input type="checkbox"/> By Agreements (open and non-recruitment) <div> <div></div> <div>No. of appts</div> <div>\$ amount</div> </div>			
	<input type="checkbox"/> Convert limited staff appointment to career appointment <div> <div></div> <div>eff date</div> <div>Existing FTE</div> </div>				<div> <div></div> <div>(new end dates)</div> </div>			
	<input type="checkbox"/> Convert career staff with budgetary end date (sub 2) to indefinite (sub 1 with FTE). <div> <div></div> <div>eff date</div> <div>Existing FTE</div> </div>				<input type="checkbox"/> Extension of budgetary end date appt <input type="checkbox"/> Extension of limited appointment <input type="checkbox"/> Extension of contract appointment <input type="checkbox"/> Extension of BYA appointment			
	<input type="checkbox"/> Increase career appointment (utilize existing FTE) <div> <div></div> <div>eff date</div> <div>Existing FTE</div> </div>				<input type="checkbox"/> Temporary increase in % of time from: effective dates (start/end dates) <div> <div></div> <div>start</div> <div>end</div> </div>			
	<input type="checkbox"/> Rehire of retirees - requires advance discussion between AVC and VC/EVC before submitting paperwork for the various approvals.				<input type="checkbox"/> Temporary decreased in % of time from: effective dates (start/end dates) <div> <div></div> <div>start</div> <div>end</div> </div>			
	<input type="checkbox"/> Contract recruitments (only for MSP and PSS appointments) <div> <div></div> <div>No. of positions</div> <div>Est'd costs</div> <div>start</div> <div>end</div> </div>				<input type="checkbox"/> Temporary services (e.g., Spherion) <div> <div></div> <div>No. of positions</div> <div>Est'd costs</div> <div>start</div> <div>end</div> </div>			
					<i>note: University retirees are not to be hired through temps services.</i>			

Section C	Supervisor Signature _____		Date _____		Executive Director Signature _____		Date _____	
	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		_____ AVC Signature		_____ Date			

Section D	Forms to be routed <u>must</u> include the following: *Cover memo - detailed explanation of the request, impacts, etc. *Job description *Organizational chart *Additional information to support the request (e.g. salary comps)		Reviewed by : _____ _____ Divisional Office		_____ Date	
			_____ Bus. Mgr.		_____ Date	