

UMKC HIRING AUTHORIZATION REQUEST FORM

Under the Hiring Exception Process, units will complete a hiring authorization request form only in unique circumstances which meet the required criteria. It is expected that there will be very few requests and very few requests granted.

Exemptions from the Hiring Freeze Process

- Endowed positions with designated funds
- 100% Grant funded positions
- 100% Gift funded position
- Any position that is in the approved CSD

Position Title & Job Code:			Position #:
School/DV/Dept/ and Finance Deptid:			If group, total count:
(Academic, Admin., Student) Type:			FTE:
Appointment Period:			(Clarify for group or per hire) Current Budgeted Salary:
Anticipated Start Date			(If academic): Nine or Twelve Month Contract
(Administrative Titles Only) Use official salary range info. Salary Range:	Minimum	Midpoint	Maximum
Source(s) of Funding: Specific Chartfields List any secondary sources of income, if this position is filed.			
How will the new position be funded? What changes will be made to support the position?			

Please answer the questions below.

1. Is this a replacement? If yes, how long has this been vacant, and who is this replacing? (provide name) When is their last day of pay?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. If Academic, what is the student/faculty ratio?		
3. If Academic, what is the anticipated workload, and what courses will they be teaching? Provide anticipated enrollment numbers if available.		
4. If GA, GRA, GTA, or Grader, provide anticipated cost of credit hours, fees, or other costs covered as part of their employment.		
5. If tenure-track or tenure title, what are the anticipated/estimated costs for startup funds?		

6. What critical needs does this position meet? Mark all that apply.

<input type="checkbox"/> Delivery of essential University services	<input type="checkbox"/> Compliance with federal/state/local law & regulations (Please attach)	<input type="checkbox"/> Campus health and safety	<input type="checkbox"/> Other (Please specify):	
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7. Why is it critical to fill this position?	
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8. Describe why responsibilities cannot be delegated elsewhere and why the position cannot be restructured so the work can be accomplished by existing staff:

9. Describe why the absence of this position will adversely impact the University's ability to perform critical teaching, research or business operations? (including meeting/sustaining accreditation requirements)

10. Describe strategies to be used to minimize the financial impact of filling the position. Indicate, for, example, if the position is covered by reimbursable funding:

Fiscal Officer

Date

Dean or Vice Chancellor Signature

Date

For budget office use only:

Was the position included in the budget and the monthly compensation forecast? Yes No