Process Overview: Request for Unbudgeted Positions

Any unbudgeted position that will be funded from the operating fund, even if only partially funded by operating funds, must be submitted on a Hiring Authorization Request form for review and approval by the Hiring Authorization committee. The committee is comprised of the Vice Chancellor for Human Resources, Vice Chancellor for Finance and Administration, and the Provost, with the Chancellor holding decision-making authority. It is expected that there will be very few requests submitted and very few approvals granted. Submitting a request indicates the unit leadership has deemed this a critical/essential hire. The committee will meet weekly on Wednesdays to review all hiring-related requests until further notice.

INSTRUCTIONS

Step 1: Complete a Hiring Authorization Request form. Following the naming format provided in the Important Hiring Request form & Coversheet Reminders section, the Hiring Authorization Request form should be completed electronically and printed for department Dean or Vice Chancellor signature approval and Fiscal Officer signature approval.

Step 2: The HR Facilitator/HR Business Partner should upload the Excel (not PDF) Hiring Request coversheet and coordinating Hiring Request for Unbudgeted Position form by noon on Tuesdays for the committee meeting on Wednesdays.

Step 3: Human Resources will submit the Hiring Authorization Request form(s) to the Hiring Committee for their review and consideration.

Step 4: Based on the committee’s recommendations, the Chancellor approves or denies the request(s), and communicates the decision to Human Resources.

Step 5: Human Resources will notify the department HR Facilitator/HR Business Partner of the decision.

Step 6: If approved, HR Business Partners/Facilitators should notify their Dean/Vice Chancellor, and follow the normal academic, student, or staff recruitment/hiring processes.
**Process Overview: Currently Budgeted Critical/Essential Hire Summary Spreadsheet**

Only in rare and unique circumstances, and after conversation and approval by the Dean, Vice Chancellor, or Vice Provost, should a unit submit a request to fill a position that is currently budgeted. It is expected that very few requests will be submitted, and very few approved. Submitting a request indicates the unit leadership has deemed this a critical/essential hire. Critical hire requests will be reviewed weekly on Wednesdays by the Hiring Authorization committee.

*Note, unbudgeted positions, and grant/gift externally funded positions have a separate process.*

**INSTRUCTIONS**

**Step 1:** The HR Facilitator/HR Business Partner will fill out the Critical Hire spreadsheet with the hiring manager, and confirm Dean, VC, or VP approval deems this a critical hire, and that the fiscal officer has reviewed and confirmed funds are available.

**Step 2:** The HR Facilitator/HR Business Partner will upload to the coordinating weekly folder within their departmental Box site by noon on Tuesdays for the committee meeting on Wednesdays.

**Step 3:** HR will forward to the committee for their review and consideration.

**Step 4:** Human Resources will notify the department HR Facilitator/HR Business Partner of the decision.

**Step 5:** If approved, HR Business Partners/Facilitators should notify their Dean/Vice Chancellor, and follow the normal academic, student, or staff recruitment/hiring processes.
Process Overview: Fully Endowed, 100% Grant/100% Gift Funded Budget Spreadsheet

Positions that have zero dollars coming from the general operating or auxiliary funds, do not require a completed Hiring Authorization Request form or committee approval, and should be submitted for review by the Budget Office on the Fully endowed & 100% grant funded, or 100% gift funded Budget spreadsheet with identifying information including title, appointment period, chart field, etc.

Note: These spreadsheets do not go to the Hiring Authorization Committee, and do not require any response/approval from the Budget Office or Human Resources after they have been added to the spreadsheet.

Step 1: The HR Facilitator/HR Business Partner should complete the Fully Endowed & 100% Grant Funded, or 100% Gift Funded Budget spreadsheet and upload to the coordinating folder within their departmental Box site.

Step 2: Once submitted on the spreadsheet, the HR Facilitator/HR Business Partner can move forward with the process – no need to wait.

Step 3: Departments should follow the normal academic, student, or staff recruitment/hiring processes.

Note: When processing the ePAF, indicate the date of the corresponding committee meeting.
Important Hiring Request Form & Coversheet Reminders

Deadline

It is critical that you have your forms formatted correctly, filled out completely, signed, saved with the correct naming format, and uploaded by noon on Tuesdays for the committee meeting on Wednesdays. The committee will review Hiring Authorization Forms and Critical/Essential Hire spreadsheets weekly.

Critical/Essential Hire Request Spreadsheet (Currently Budgeted): Naming Format
Committee Review Date Critical Hire Department Name (See example below.)
Example: 09-13 Critical Hire School of Human Resources

Hiring Authorization Request Form (Currently Unbudgeted): Naming Format
Committee Review Date HA Form Position Number, Title, Department Name (See example below.)
Example: 09-13 HA Form 12345, Office Assistant, School of Human Resources

Hiring Request Form Coversheet: Standard Naming Format
Committee Review Date Department Name Cover Sheet (See example below.)
Example: 09-13 School of Human Resources Cover Sheet

Important Hiring Authorization Request Form Notes
Format: To ensure data is captured and sorted correctly, it is critical that you follow the directions provided in the coversheet, and that it is saved with the correct naming format, and uploaded to Box as an Excel (not PDF) document by noon on Tuesdays for committee review on Wednesdays. The coversheet exists to collect and manage the data related to the coordinating Hiring Request forms for each week. Information submitted on your coversheet will be combined into one master coversheet and provided to the committee with the coordinating Hiring Authorization Request forms.

Department Column: List the School or Division name (not the DEPTID), followed by the specific unit the position is associated with, not just one or the other, both. The committee isn’t familiar enough with DEPTID’s to know who they belong to if only DEPTID is provided. Failure to follow these instructions will result in your forms getting separated when the coversheet is sorted by Department, and the committee wants to be able to review all of the forms from a particular School or Division at the same time. (See example below.)
Example: Human Resources - Payroll