



Hiring Review Justification Form

Instructions

New position requests, reclassifications with salary adjustments, salary adjustments, and job postings must be submitted to the Hiring Committee for approval prior to implementing the change.

Contact Information

Dept/College: _____ Date: _____

Dept/College Contact Name: _____ Email: _____

Position Information

Position Title: _____

Position Number: _____ Position Reports to: _____

Proposed Salary: _____

New Position Reclassification with Salary Adjustment Salary Adjustment

Replacement When Vacated: _____

Employee Being Replaced _____

Reason for Vacancy _____

Is funding budgeted for this position? Yes, Budgeted No, Unbudgeted

How is the position being funded: State Funds Institutional Funds Other

If source of funding checked above is "other" please explain.

Please provide FOP/FOAP: _____

Justification

1. Is the position immediately critical to meeting/sustaining accreditation requirements? Yes No

2. Is the position immediately critical to fulfilling the department's teaching mission? Yes No

3. How will the position support the academic/department area(s)?

Justification Continued

4. How will this work be done if approval cannot be granted and by whom? Please provide titles and names, if known.

5. Is there another TTU employee who is qualified to perform these duties?

6. How long has the position been vacant? (If more than one month, please explain how the work has been accomplished.)

College/Department Approval

Dean/AVP Approval: _____ Date: _____

Process

Please submit the following documents to the Hiring Review Committee at hrc@ttu.edu

- Hiring Review Justification Form
- Position Description
- Organizational Chart

Hiring Determination

- Position Approved Position Not Approved

Hiring Review Committee Signature: _____ Date: _____