

TO: Click here to enter text.
FROM: Click here to enter text.
Click here to enter text.

CC: Finance Director (please send form via email)
Human Resources (please send form via email)

DATE: Click here to enter a date.

RE: **REQUEST APPROVAL FOR POSITION ACTION:** Click here to enter text.

TYPE OF REQUEST: Choose an item.

If backfill or position review, incumbent Name & PID: Click here to enter text.

The Click here to enter text. requests approval for:

1. Summary of Request:

2. Brief narrative outlining ways you considered reallocating the work and/or automating and why you believe it is still a critical hire:

3. Impact of not hiring this position/conducting this review:

4. If backfill, position has been open since: Click here to enter a date.

5. Position to be filled by or requested effective date: Click here to enter a date.

6. Maximum Salary/Hourly Pay Ranges (based on Entry, Emerging, Expert Ranges):

7. Maximum Budget for the position (Not to Exceed Classification Pay ranges):

8. If candidate salary requirements exceed Maximum Budget, how will the salary request be funded?

REVIEWED AND APPROVED BY (N/A to Budgeting):

Chair/Hiring Manager: _____

DATE: _____

Finance Director: _____

DATE: _____

Senior Associate Dean: _____

DATE: _____

SMHS Senior Leadership Review Required? Yes No Finance Director: _____

DATE: _____

SMHS Senior Leadership Approved? Yes No Signature: _____

DATE: _____