



# Non-Academic Unit - Hiring Review Request

## Unit (A&P/USPS/OPS)

New Position

Replacement

Position Title:

Work Group:

Position Number/OPS Job Code:

Department/College:

Division:

Submitted by:

Contact Number:

**Reason for Request:** (Select any that apply)

Position is essential to:

Delivering student or employee services

Compliance with federal, state and local laws and regulations

Delivery of essential University services

Funding Source:

# of Positions:

**Criteria:** (Please use attachments if necessary)

Explain the specific reason for the request, including the function of this position and its intended use.

Explain the other options that have been explored prior to submitting this request.

Explain the funding sources that support the position and the proposed funding distribution. List the funding sources.

**Vice President Signature:**

Approved

Denied

**Comments:**