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| **Hiring Review Process (HRP) - Request** |

**Instructions:** *As part of UNM Executive Leadership’s efforts to balance the budget in the short-term and be fiscally responsible in the long-term all regular staff vacancies will be subject to the Hiring Review Process. To request approval to fill a vacancy, complete this form, attach an organizational chart depicting the reporting structure of the position, and submit both documents to the Budget Office at* [*budget@unm.edu*](mailto:budget@unm.edu) *or to the Office of the Provost at* [*provost@unm.edu*](mailto:provost@unm.edu)*.*

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| **Position Details** | | | | | | | | | | |
| Level 3 Org Code: | | | | Department Org Code: | | | | | Department: | |
| Position Number: | | Position Title: | | | | | | | New | |
| Existing Position - Same Classification | |
| Existing Position – \*Reclassify Vacant | |
| Position FTE: | | Pay Grade: | | | | | | | Budgeted Salary: | |
| This Position Reports To  Name: | | | | | | Title: | | | | |
| **Funding Information** | | | | | | | | | | |
| I&G  Non I&G (unrestricted)  Non I&G (restricted) | | | | | Index:  Index:  Index:  Index:  Index:  Index: | | Account:  Account:  Account:  Account:  Account:  Account: | | | Distribution %:  Distribution %:  Distribution %:  Distribution %:  Distribution %:  Distribution %: |
| **Vacancy Information** | | | | | | | | | | |
| Date of Vacancy: | Previous Incumbent: | | | | | | | | UNM ID: | |
| Reason for Vacancy: | | | | | | | | | Proposed Start Date: | |
| **Services Impacted by Vacancy** | | | | | | | | | | |
| Describe the implications of not filling the vacancy as it relates to:   * Services provided to university customers (internal/external) * Legal or regulatory compliance * Health or safety concerns * Other liability | | | | | | | |  | | |
| Considerations:   * Are there opportunities for collaboration with other areas? * Have these been explored? If so, in what ways? | | | | | | | |  | | |
| **Position Duties** | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  | **duty/responsibility** | **% of time** | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  |   In your own words, please describe the primary duties/responsibilities and approximate percentage of time spent on each duty/responsibility that will be performed by this vacancy. Please include an updated organizational chart. | | | | | | | | | | |
| **Departmental Staffing** | | | | | | | | | | |
| Number of other vacant positions within the hiring department:  Describe any other departmental staffing concerns: | | | | | | | | | | |
| **Justifications for the Position** | | | | | | | | | | |
| Provide any other information that should be considered in evaluating this request: | | | | | | | | | | |
| **Contact Information** | | | | | | | | | | |
| Name: | | | Phone: | | | | | | Email: | |

***NOTE: Additional information may be required upon receipt and review of this form.***

Signature indicates the undersigned has reviewed the information included on this form, and that it accurately reflects the need to fill the vacant position.

Vice President/Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return the completed and signed form and org chart to:***

**The Office of Planning, Budget and Analysis**

**Scholes Hall, Room 127**

**MSC05 3320**

**1 University of New Mexico**

**Albuquerque, NM 87131**

[**budget@unm.edu**](mailto:budget@unm.edu)

**OR**

**The Office of the Provost**

**Scholes Hall, Room 240**

**MSC05 3400**

**1 University of New Mexico**

**Albuquerque, NM 87131**

[**provost@unm.edu**](mailto:provost@unm.edu)

**For HRP Internal Use ONLY**

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| **OPBA OR Office of the Provost Review/Recommendation** | | |
| Do not fill | \*Approved to fill as requested | Requesting HR Review |

**\*** *Classification of new and replacement positions will follow established guidelines for identifying appropriate classification.*

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| **Committee’s Recommendation** | | | |
| Do not fill | | | |
| Approved to fill as follows: | Position Title: | Pay Grade: | Posting Date: |

President, Exec VP, or Provost Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_