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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* *or to the Office of the Provost at* *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 ToName:        | 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** |
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|  | **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**

**OR**

**The Office of the Provost**

**Scholes Hall, Room 240**

**MSC05 3400**

**1 University of New Mexico**

**Albuquerque, NM 87131**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_