UMKC HIRING AUTHORIZATION REQUEST FORM

Per the Chancellor’s email on August 7, 2020, in response to the COVID related financial challenges, there are to be no new hires at this time, including internal transfers and promotions. Only in rare and unique circumstances, and after conversation and approval by the Dean or Vice Chancellor, should a unit submit a Hiring Authorization Request form for an unbudgeted position. It is expected that very few requests will be approved. This is not to be considered just another step in the hiring process. Submitting this request form indicates the unit has a critical need. Departments that have a position that meets one of the criteria below may submit a Hiring Authorization Request form for review and consideration to the Hiring Exemption Committee.

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| **Exemptions from the Hiring Freeze Process:**   * Endowed positions with designated funds * 100% Grant funded positions * 100% Gift funded position | Note: While there is no form to complete, these positions should be submitted on the “Grant/Gift Funded & Adjunct Budget spreadsheet”, in the coordinating week “Grant/Gift Funded & Adjunct Budget Spreadsheet” folder in your Box account. |

**Instructions**

* This form should be completed electronically, routed for Fiscal Officer and Dean, Vice Chancellor, or Vice Provost signature, and forwarded to your HR Facilitator/HR Business Partner (HRF/HRBP).
* The HRF/HRBP should upload signed Hiring Request form(s), along with the coordinating Excel coversheet to their departmental Box account by noon on Tuesdays for the committee meeting on Wednesdays.
* HR will forward to the committee for their review and consideration.
* Please visit the [Recruitment Services website](http://info.umkc.edu/hr/talent-management/305-2/) for additional guidelines.

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| --- | --- | --- | --- | --- | --- | --- |
| **Position Type** | **Academic**  **Administrative**  **Student** | | | | | |
| **Is this a budgeted position?** | **Yes**  **No** | | | | | |
| **If no, please provide a summary of how you will offset the unbudgeted cost to stay within your overall budget.** |  | | | | | |
| **Position Title**  **& Job Code:** |  | | | **Position #:** |  | |
|  | | |
| **School/DV/Dept/**  **and Finance Deptid:** |  | | | **If group, total count:** |  | |
| **Appointment Period:** |  | | | **FTE:** |  | |
| **Anticipated Start Date:** |  | | | (If academic) **Nine or Twelve Month Contract:** | 9 12 | |
| (Clarify for group or per hire)  **Current Budgeted Salary:** |  | | | (Clarify for group or per hire)  **Anticipated Salary:** |  | |
| **Source(s) of funding for position (provide MoCode):** |  | | | **Is any part of the funding for this position grant, gift, or externally funded? If yes, provide MoCode.** | **Yes**  **No** | |
| **MoCode:** |  |
| **Is this a replacement? If yes, provide specifics:** | Yes  No | **Time Vacant:** | |  | | |
| **Person Leaving:** | |  | | |
| **Last Day of Pay:** | |  | | |
| **Will not filling the position put legal compliance at risk?** | Yes  No | | | | | |
| **What critical needs does this position meet? Mark all that apply.** | **Delivery of essential University services** | | **Compliance with federal/state/local law & regulations (Please attach)** | **Campus health and safety** | **Other (Please specify):** | |

If Academic, please answer the questions below.

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| **What is the student/faculty ratio?** |  |
| **What is the anticipated workload, and what courses will they be teaching? Provide anticipated enrollment numbers if available.** |  |
| **What is the net revenue for the course(s)? (Tuition generated by enrollment reduced by the cost of instruction)** |  |
| **If tenure-track or tenure title, what are the anticipated/estimated costs for startup funds?** |  |

If Administrative, please answer the questions below.

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| --- | --- | --- | --- | --- | --- |
| **1. Classified Salary Range:** |  | |  |  | |
| **Minimum** | | **Midpoint** | **Maximum** | |
| **2. Anticipated Hiring Rate: (Between minimum and midpoint of the range)** |  | | | | |
| **3. Is the anticipated hiring rate above the rate in your approved budget?** | Yes  No | **4. Will filling this position directly impact the University’s mission?** | | | Yes  No |
| **5. Can the position be restructured so the work can be accomplished by existing staff or student employee?** | Yes  No | **6. Will the absence of this position adversely impact the University’s ability to perform critical teaching, research or business operations?** | | | Yes  No |

If Student, please answer the questions below.

Please select the student type.  GTA  GRA  GA  Other Undergrad Student Title

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| --- | --- | --- | --- |
| **1. Is this student assisting faculty in course work, or supporting the university mission?** | Yes  No | **2. Do you have existing graduate assistants contracted in your unit, or staff who can fulfill these job duties?** | Yes  No |
| **3. If GA, GRA, GTA in an administrative unit, provide anticipated cost of credit hours, fees, or other costs covered as part of their employment.** |  | **4. If GA, GRA, GTA in an administrative unit, providing credit hours, fees, or other expenses covered as part of their employment, are these funds currently budgeted?** | Yes  No |

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| 1. Why it is critical to fill this position? |

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| 1. Describe why responsibilities cannot be delegated elsewhere and why the position cannot be restructured so the work can be accomplished by existing staff: |

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| --- |
| 1. Described why the absence of this position will adversely impact the University’s ability to perform critical teaching, research or business operations? (including meeting/sustaining accreditation requirements) |

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| 1. Describe strategies to be used to minimize the financial impact of filling the position. Indicate, for, example, if the position is covered by reimbursable funding: |

|  |  |
| --- | --- |
| Fiscal Officer | Date |

|  |  |
| --- | --- |
| Dean or Vice Chancellor Signature | Date |

**For budget office use only:**

Was the position included in the budget and the monthly compensation forecast?  Yes  No

Rev. 10/20kl