

UTHSC Staff Hiring Justification Form

State Funded Positions Only

Effective March 12, 2021 a staff hiring freeze is in place. Therefore, until further notice, requests to hire staff will be considered only for positions deemed mission-critical (i.e., those that must be filled to ensure university safety, compliance, and core mission). All such requests now require justification and additional approval by either the dean or vice chancellor. Prior to submitting a request, hiring managers are asked to confirm with leadership the criticality of filling /extending the position and obtain written pre-approval for the transaction. Use this form to obtain pre-approval prior to submitting a request. Hiring managers should attach this form along with the written pre-approval to the Request or Change Position from IRIS. Transactions submitted without justification or written pre-approval will not be processed. Positions in grant or contract funds are not subject to this approval process.

Hiring Manager's Name: _____ Business Mgr/Dept Contact Name: _____

Hiring Manager's Phone Number: _____

Funding source and duration of the funding source?
What is the position's title and function?
How does this position support UTHSC's safety, compliance, core values or mission? Why should filling this position not be postponed? (For example, provide details on the safety, compliance, grant deliverables, or other mission-critical risks if the position is not filled immediately).
Have you explored internal employee resources to complete the work in lieu of hiring? (Note that HR is available to help with the identification of internal resources. Please contact your business manager or HR for assistance.)

HR Review:

Dean/Vice Chancellor Approval: _____

Date: _____

HR Approval: _____

Date: _____