

Request for Hiring/Position Upgrade/Salary Adjustment Form – Non-Faculty Employees

OVERVIEW

All requests to hire non-faculty employees must be reviewed and approved prior to submission to Human Resources. (For faculty recruitment, please contact the Office of the Provost and Chief Academic Officer.)

POSITION INFORMATION

Position Information		
<input type="checkbox"/> Position Upgrade <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> New Position <input type="checkbox"/> Replacement (<u>employee name and ID#</u>)		
<input type="checkbox"/> Permanent Classified Full-Time Position <input type="checkbox"/> Temporary (Hourly Appointment) <input type="checkbox"/> Permanent Unclassified Full-Time Position <input type="checkbox"/> Temporary (Fixed Duration Appointment) <input type="checkbox"/> Research Part-time (Hrly <40hr/wk; no AUS visa) <input type="checkbox"/> Research Temporary (40hr/wk; no AUS visa; max 6m)		
Position Title:	Position No:	Position's Supervisor:
College/Department:	Grade (Current):	Base Salary (Current):
Duration of Contract:	Proposed Contract Start Date:	Proposed Contract End Date:
For Temporary / Part-time Positions only:		
Pay Cycle: <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly	Pay Rate: AED	Hours/Days of Work per Week:

PROPOSED FUNDING SOURCE

From where and by which means will the position be sourced (i.e., new funding or reallocation of resources, etc.)? Please explain.

EVALUATION STATEMENT

Explain why this request is essential to operations.

Explain the negative impacts, if any, if this position/adjustment is not approved.

Describe alternative options to filling/upgrading/adjusting this position. Can the functions be distributed within the operating unit? If not, why not?

For New Hire/Replacement: Job Description Attached Completed JAQ Attached
(Required before submission to HR)

For Position Upgrade/Salary Adjustment: Employee's CV Attached Copy of Existing JAQ and JD Attached
 Revised JAQ and JD Attached

Hiring Manager

Name	Signature	Date
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For Budget Office use only:		
Confirmed budget available for position: AED _____		For research positions only:
Budget Confirmed: <input type="checkbox"/>		Account -
(NB. If replacement, budget as of last working day until end of financial year, May 31)		Prog -
Comments:		Fund -
Name	Signature	Date
For Human Resources use only:		
Recommendations: (Grade and Salary Scale)		
UNCL / Grade ()	Min:	Mid:
		Max:
Executive Director of Human Resources	Signature	Date

APPROVAL		
1. Department Director / Head of Department /Dean		
<input type="checkbox"/> Approved. I have reviewed this request and agree that filling this position is authorized.		
<input type="checkbox"/> Not Approved. Reason(s):		
Name	Signature	Date
2. Hiring Committee Approval Date:		