

Georgia Southern University

Academic Affairs

Critical Hire Justification Template

The critical hire form is required to **repurpose vacant staff** positions.
 Submit staff requests in Word format to Jennifer Berghoff @ jlhendrix@georgiasouthern.edu.

Contact Information:

Division/Department/Unit Name:	
Submitted by (name):	Email Address:
Phone Number:	Date:

Complete this section for approval to repurpose a vacant position.			
Has HR completed a review of the updated position description? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Department:		Position Number:	
Position EFT:		<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly	
Date position became vacant:		Resignation/Retirement submitted in OneUSG? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Incumbent (name):		Previous Incumbent Salary:	
Current Position Title:		Proposed Position Title:	
Current Pay Grade:	Minimum Salary:	Midpoint Salary:	Maximum Salary:
Proposed Pay Grade:	Minimum Salary:	Midpoint Salary:	Maximum Salary:
Anticipated Salary:			
Please select fund source(s) for the position: <input type="checkbox"/> Fund 10000 <input type="checkbox"/> Fund 10500 <input type="checkbox"/> Fund 10600 <input type="checkbox"/> Fund 14*** <input type="checkbox"/> Fund 15000 <input type="checkbox"/> Fund 20000			
Is this position split funded? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this position funded by tuition revenue or other soft funding? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the employee leaving Ga Southern? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the employee leaving the USG system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If anticipated salary is greater than permanent budgeted salary, identify the funding source for the salary and fringe benefit shortfall:			

Justification Narrative:

Please provide a brief justification for repurposing the vacant position.

Position Workload:

Describe the position workload.

Administrative Framework:

For administrative support positions, list all other administrative positions within the department. Explain how this position fits with Segal's Administrative Support Framework.

Additional Comments:

Provost: _____

Date: _____