

Hiring Justification Form
for Faculty, Staff, Postdocs, Faculty Specialists, and Faculty Assistants

Department Name:
Cost Center:
Date:
Requested By:
Requestor Position Title:

Position Details

Position Title:
New Position or Existing Position:
Incumbent:
Incumbent Start Date:
Incumbent Departure Date:
Proposed Total Compensation:
Funding Source:

Justification for the Position

*Provide a detailed explanation of why this position is critical and must be filled within the next 90 days.

*Outline the essential duties and how they align with institutional priorities.

*Explain why other resources within the department unit cannot be utilized in the short term to ensure continuity of operations.

Approval Signature

Vice President: _____ Date: _____