

# COLLEGE OF HEALTH & HUMAN PERFORMANCE REQUEST TO HIRE and COMMITMENT SUMMARY

**PART 1 – To be completed prior to advertisement. Please review instructions, pg 2.**

Department: APK                      HEB                      TRSM                      DO                      Position No.: \_\_\_\_\_  
(Check)

Position Title: \_\_\_\_\_ Pay Plan Code: \_\_\_\_\_  
(FA09, TA12, STA, OPSN)

Proposed Salary: \_\_\_\_\_ Fringe\*: \_\_\_\_\_ Total: \_\_\_\_\_

Salary Funding Source(s): \_\_\_\_\_  
(Appropriations, Grant, etc. - Include all sources and percentages)

Position Assigned Duties:

Dept Chair: \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

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## **PART 2 – To be completed upon selection of candidate**

Name of Hire: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Approved Salary/Frg/Total : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Start-up \$:	1.	Description (i.e. moving exp)	Fund Source (i.e. 50/50 Dept/Dean)	Total Amount
	2.	Description (i.e. equipment)	Fund Source (i.e. Dept IDC)	Total Amount

(Can paste an Excel table if desired)

Dept Chair: \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

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\*Use most current published Fringe Benefit Pool rates for the anticipated start date. Expect rates to change at the beginning of each fiscal year.

Attach start-up commitment documentation if applicable (i.e. faculty candidate's start-up budget proposal)

Original: Diane Davis, HR Manager  
Copies: Dept file, Tracey Phillips, Business Mgr

## INSTRUCTIONS

The workflow for this form: the department completes the form once it has been determined that a position will be advertised and/or requested. The form is signed by the department chair and forwarded to the HR Office in Dean's Admin for review. A copy must be sent to the Dean's Admin budget office. Upon approval by the Dean, the HR Manager will return the form to the department at which time the recruitment process can begin.

1. Department: circle the appropriate department name.
2. Position No.: list the number the position will be advertised with. If new position, obtain a new position number from the HR Manager prior to advertisement.
3. Position Title: Assistant Professor, Professor, Lecturer, Senior Secretary, Grants Assistant, etc.
4. Pay Plan Code: the official code used to classify a position's Salary Admin Plan.
5. Proposed Salary/Fringe/Total: list the anticipated salary/fringe/total at time of recruitment. This amount should be within the limits available from the funding source. Please use the appropriate fringe rates based on the Salary Admin Plan.
6. Salary Funding Source: this information should specify from where the position will be funded. Detail is very important. For multiple sources, please include information on each source. For multiple projects, please include each project number. The percentage of time to be allocated to each source must be provided.
7. Position Assigned Duties: this information should explain what the position/employee is assigned to perform. For faculty positions, this would be the information to be listed in the Letter of Offer (i.e. teach course in Sport Management, supervise Athletic Training program, teach undergraduate courses in Health Education, etc. For TEAMS/OPS positions, provide a brief description of main position responsibilities (i.e. manage all office administration and supervise three staff members).
8. Department Chair: signature of Chair approving request to hire.
9. Dean: signature of Dean approving request to hire.
10. Name of Hire: person who will be appointed to the position.
11. Proposed start date: anticipated start date of hire.
12. Approved Salary/Fringe/Total: the approved salary, calculated fringe and total.
13. Start-up \$: list the commitments that were discussed and approved by the chair and dean; list each item on a separate line. An Excel table can be pasted here if desired.
14. Department Chair: signature approving final hire.
15. Dean: signature approving final hire.