

**VACANCY REVIEW COMMITTEE
CRITICAL NEEDS ANALYSIS FORM (CNA)**

Effective immediately and until further notice, the Vacancy Review Committee ("VRC") will review each request to post a position that is funded from any source(s), utilizing the information provided on the Critical Needs Analysis Form ("CNA").

The CNA must be completed and submitted for approval together with a completed Position Recruitment and Search Form ("PR"). Like the PR in the usual hiring process, the CNA must be approved by the Hiring Department Head, the cognizant Dean (if applicable), and the cognizant Vice Chancellor/Provost. The approved package (PR and CNA) should be forwarded to the Office of Budget and Financial Planning ("OBFP") for submission to the VRC.

The VRC will review requests to post benefited positions on a weekly basis. The VRC will forward approved requests to ODI and notify the Hiring Department Head; incomplete or requested actions warranting additional information will be returned to the Hiring Department Head.

For positions funded 100% by sponsored grants and contracts, only questions 1 through 3 below must be completed. For all other positions, all questions must be completed.

I. Executive Area

1. College or non-academic Division:
2. Department:
3. Please choose requested staffing level impact:
 - ☐ a. Maintain staffing level in face of turnover
 - ☐ b. Replace non-benefited position with benefited
 - ☐ c. Increase overall staffing level
 - ☐ d. Other (specify):
4. Position title:
5. Requested posting date:
6. Expected position-filling date:
7. Explain any need for posting/position-filling by these dates:

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II. Critical Needs Analyses

1. Please indicate all critical need(s) that will be addressed by filling this position (choose below):

- ☐ a. Health and safety (specify):

- ☐ b. Direct student engagement (specify):

- ☐ c. Compliance with existing externally-funded sponsored grant or contract award (specify grant/contract):

- ☐ d. Internal control, safekeeping of university assets (specify):

- ☐ e. Compliance with Federal or State regulations (specify):

- ☐ f. Revenue generation (direct external revenue, F&A indirect, other revenue source (specify)):

- ☐ g. Reputational disadvantage avoidance (specify):

- ☐ h. Other (specify):

2. Please provide sufficient explanation to make clear any necessity for filling the position:

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3. If requesting multiple postings for the department, please explain the relationship between the postings (if any) and prioritize them in the order of importance to be posted (1-should be posted 1st, 2 – should be posted 2nd, etc.). Please go to the next question, if requesting one posting.

III. Risks and Contingency Plan

1. Explain the risk exposure if a requested posting is denied or delayed:

2. Outline the contingency plan to be followed if a requested posting is denied or delayed:

IV. Other Relevant Information

Please provide any information not explicitly requested above that is important in analyzing the requested PR form to post:

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V. Signatures

Hiring Department Head

Date

Dean (if applicable):

Date

Vice Chancellor/Provost

Date

ORSP (if applicable)

Date

OBFP

Date

VRC

Date