



Duke University
VACANCY MANAGEMENT APPROVAL FORM
This form is not intended for use by the School of Medicine.
(Revised: March 2020)

INSTRUCTIONS: All hiring managers must complete this form to obtain authorization in advance to post new or vacant full-time, benefits eligible staff positions that are funded by University unrestricted or endowed resources. Job vacancies included in the review are all staff positions planned for posting after March 12, 2020. Upon completion, this form should be submitted to the Recruitment Office (FAX: 681-9560, Campus Mail: Box 90496).

Please type or print clearly.

Section 1 – DEPARTMENT INFORMATION

HIRING MANAGER:

TITLE:

DEPARTMENT:

DEAN/VP:

HIRING MANAGER'S E-MAIL AND PHONE #:

Section 2 – POSITION INFORMATION

POSITION TITLE:

POSITION #:

Has position been budgeted? Y / N

JOB CLASSIFICATION AND PAY GRADE:

FUNDING SOURCE: General Funds Grant or Contract Departmental Restricted Funds

(If other than general funds, please specify source and project grant number.) _____

FUNDING CODE:

IS THIS A REPLACEMENT FOR A RETIREE? Y / N

REASON FOR VACANCY: (Attach additional sheet, if needed.)

Section 3 – JUSTIFICATION FOR POSTING

DESCRIBE WHY FILLING THIS POSITION IS URGENT AND CANNOT BE DELAYED. DESCRIBE EFFORTS MADE TO GAIN EFFICIENCIES, THE POTENTIAL POOLING OF RESOURCES, AND EFFORTS MADE TO INTEGRATE WITH CENTRAL SERVICES.

(Attach additional sheet, if needed.)



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Section 4 – ADDITIONAL INFORMATION

ATTACH CURRENT AND PROPOSED ORGANIZATIONAL CHARTS.

DESCRIBE CONSOLIDATION EFFORTS AND STAFFING IMPACTS SINCE MARCH 2020.
(Attach additional sheet, if needed.)

DESCRIBE ANY ADDITIONAL INFORMATION YOU BELIEVE IS RELEVANT TO THIS REVIEW.
(Attach additional sheet, if needed.)

Section 5 - SIGNATURES

HIRING MANAGER’S SIGNATURE:

_____ **DATE** _____

DEAN/VICE PRESIDENT SIGNATURE:

_____ **DATE** _____

- Position approved for posting**
- Position not approved for posting at this time**

PROVOST/EXECUTIVE VICE PRESIDENT/CHANCELLOR SIGNATURE OR DESIGNEE:

_____ **DATE** _____

Upon completion, this form should be submitted to the Recruitment Office
(email: vacancymanagement@duke.edu FAX: 919-681-9560 or Campus Mail: Box 90496).