

Staff Hiring Request Form

Directions: Please complete this form to request approval to hire an academic or administrative staff employee or hire a temporary employee. All sections must be completed in detail, a job description, and organizational chart of the department must be included. The request must be approved in advance by both the department head and senior leader. These materials should be submitted to University Human Resources, Recruitment & Staffing Operations at Employment@Brown.edu.

Position Details

Department:	
Division:	
Position Type:	New Position: ____ Vacant Position: ____ Temporary Position:
Expected End Date (Temporary Only):	
Business Title:	
Grade:	
Salary:	
Scheduled Weekly Hours:	
Scheduled Months:	

Justification:

- 1) Explain how the need is critical to the University's mission and/or operations.
- 2) Provide an explanation of the short and long term impact to the University and the department if the position remains vacant.
- 3) Provide justification as to why the hiring cannot be postponed to a later date.
- 4) Explain alternative steps that have been taken or other methods considered to fulfill the major responsibilities of the position.
- 5) Provide any additional information.