

FY25 ESSENTIAL HIRE REQUEST
for faculty, staff, and postdoctoral position hires

SUBMISSION INSTRUCTIONS

1. When submitting, use e-mail subject line: Essential Hire Request: Position Number
2. The form should be submitted by the dean's/division leader's office only.
3. Units that report to the Provost should submit the form to Kerry.Castano@uvm.edu.
All other units should submit the form to John.Sisler@uvm.edu.

Date _____ Completed By _____

Date _____ Approved By _____
(Dean, Chief Officer, or VP only)

POSITION

College/School/Division _____

Department _____

Position Type _____ Position is _____

Position Supervisor Name _____ Position Supervisor Title _____

Working Title _____ System Title _____

Position No. _____ Position Term in Months _____ Full-Time Equivalency _____

Funding Source _____

FOR EXTERNALLY FUNDED POSITIONS

Length of Award _____ Name of Funding Organization _____

Funding Assessment

_____ We have consulted with the Office of the Vice President for Research and have confirmed that this funding has not been identified as being at risk.

This funding is beyond the Office of the Vice President for Research's purview (explain why). We have taken the following steps to confirm that this funding has not been identified as being at risk.

PROPOSED ACTION

Action Type _____

Name of Incoming, Terminating, or Impacted Employee _____

Position Start Date _____ Position End Date (for permanent positions: "ongoing") _____

PROPOSED COMPENSATION

FLSA Status _____ Compensation Type _____ Total Annual Compensation _____

Internal Equity

_____ No internal equity issues will be created as a result of the above hiring salary

_____ Equity adjustments will be necessary as a result of the above hiring salary; estimated total salary and benefit cost of adjustments:

ESSENTIAL HIRE JUSTIFICATION

Please complete for **ALL** positions:

Why is this hire essential at this time? How is this position compliance, safety, or mission critical? Please include supporting data/evidence (e.g., enrollments, SCH, workload capacity, # of samples, # of appointments, # of customers, # in caseload, etc.). Explain the consequences of postponing the hire.

Confirm that the requested recruitment has been incorporated into the unit's future-year budget planning, and that filling this position will not preclude the unit's ability to have a structurally balanced FY26 budget after an anticipated FY26 reduction of at least 2% (unit-specific final decisions not made yet).

Please complete for **INSTRUCTIONAL FACULTY** positions:

What teaching assignments have you revised to cover the instructional/disciplinary gap this vacancy would create (either in the hiring department, or in another department to reallocate resources to the hiring department)?

If this request is for a tenure-track position, please explain whether temporarily hiring a NTT faculty member is possible.

If this request is for a full-time position, please explain whether hiring at a part-time level is possible.