Template
Request to Advertise Permanent BOR Position
Faculty/Staff/Executive

(Date)

MEMORANDUM

To: (Name)  
Vice Chancellor

From: (Name)  
Dean/Director

Subject: Request to Advertise Permanent BOR Position

School/College: __________________________________________________________

Position Title: __________________________________________________________

Position Classification/Rank: ___________  Position FTE: ________

Requested Position Number: ___________  Date of Vacancy: _________________

Reason for Vacancy (resignation, retirement, non-renewal, etc.): ______________

Estimated Start Date: _________________  Estimated Annual Salary: ____________

BUDGET INFORMATION: (to be completed by department’s Fiscal Administrator)

☐ Request to advertise position within approved FTE allocation

☐ Request to advertise additional position above approved FTE allocation

Name and Signature of Fiscal Administrator  Date

NARRATIVE JUSTIFICATION

1) Describe how the position is mission critical to the operations of the unit and UHM, and how this hire is related to the overall goal and mission of the unit and UHM, including the following relevant criteria:

- strengthening the quality of programs;
- partnering with other units to maximize instructional and research efforts;
- meeting the demand and need for courses that such faculty will teach; and
- adding needed research expertise, including the ability to secure enhanced granting/funding opportunities.
Examples:
- The position is in the department of ____________ and is required to teach 3 classes a semester, etc.
- The position is in the department of ____________ and conducts research in ____________, etc.

2) Describe how the position meets or strengthens the Chancellor’s initiatives for UHM as follows:
- to hire highly qualified diverse faculty/APT/GA who can advance the strategic goals of UHM;
- pursuing student success/transformation;
- increasing research; and
- grounding UH Mānoa in the traditional values of the Native Hawaiian culture.

3) Impact if request is not approved.
Examples:
- X number of classes will have to be cut, impacting XXX number of students, etc.
- The inability to provide these services will result in a decline in enrollment of about XXX students, etc.

Please feel free to contact (name and contact information) if you need any additional information regarding this request.

By signing this request, you agree to obtain a position count from Manoa Budget Office prior to making an offer to the selectee (this includes conditional or provisional offers) by submitting Attachment 1 (Request for Position Count) to Manoa Budget Office.

If additional space, equipment, or infrastructure needs are anticipated, please complete Attachment 2 (Facilities Requirements).

Upon approval of this “Request to Advertise”, Manoa Human Resources Office will provide you with a position number to begin the classification and/or advertise the recruitment.

SUBMITTED BY: __________________________

APPROVED/DISAPPROVED:

Signature of Dean/Director Date Vice Chancellor Date

For MHR Use
Position/Recruitment # ____________
Position FTE ____________
Position Count MOF ____________
Date Issued ____________
Signed: __________________________
Request to Advertise Permanent BOR Position  
Attachment 1: Request for Position Count

(Date)

MEMORANDUM

To: Manoa Budget Office
From: (Name) Dean/Director
Subject: Request for Position Count

SCHOOL/COLLEGE: ____________________________
POSITION TITLE: ____________________________
POSITION # USED FOR RECRUITMENT: XXXXXXX
POSITION FTE: X.XX

Recruitment has been completed for this position and I am now ready to make an offer to the selectee. Please provide a position count for the position. In the event that I am unable to fill the position under the current recruitment, I agree to inform Manoa Human Resources Office and I understand that the position count will be returned to the Chancellor’s Office until a subsequent recruitment can be requested and completed.

SUBMITTED BY:

__________________________________________  ______________________________________
Name & Title of Dean/Director                  Date

Attachment: BOR Recruitment/Selection Form 17

For MBO Use
Position # ___________
Position Count Issued (FTE) ______
Date Issued _________
Signed: __________________________
Request to Advertise Permanent BOR Position
Attachment 2: Facilities Requirements

(Date)

SCHOOL/COLLEGE: ________________________________

POSITION TITLE: ________________________________

ESTIMATED START DATE: MM/DD/YY

SCHOOL/COLLEGE CONTACT INFORMATION

NAME: ________________________________

PHONE: XXX-XXXX

E-MAIL: ________________________________

SPACE REQUIREMENTS

Intended Building: ________________

Intended Room #: ________________

Are new facilities required?  Y/N

If yes, type of facility: ________________________________

Estimated square footage needed: ______

Environmental controls needed:

Will hazardous materials be used in this facility?  Y/N

If yes, describe: ____________________________________________________________

EQUIPMENT REQUIREMENTS

Will specialized equipment be needed?  Y/N

If yes, describe: ____________________________________________________________

Estimated dimensions (H x W x D): ________________________________

INFRASTRUCTURE NEEDS

Indicate any special infrastructure needs:

_____ Electrical  _____ HVAC  _____ Plumbing  _____ Water  _____ Other

Describe: ________________________________

Chancellor/Vice Chancellor: If Request to Advertise is approved, please submit Attachment 2 to:

Kevin Griffin, Campus Planner
kevingri@hawaii.edu