

Request to Advertise Permanent BOR Position

MEMORANDUM

To:

Via:

From:

Subject: Request to Advertise Permanent BOR Position

School/College: _____

Position Title: _____

Position Classification/Rank: _____ Position FTE: _____

Requested Position Number: _____ Date of Vacancy: _____

Estimated Start Date: _____ Est. Annual Salary: _____

Budget Information Requesting count without funding
 Requesting count and funding

NARRATIVE JUSTIFICATION

1) Provide a description of duties.

2) How does this position support the goals and objective of UH Manoa?

3) Impact if request is not approved.

Verify below whether this request can be filled within your program’s existing budget and space allocations:

Within existing budget allocation **YES** **NO**
Within existing space allocation **YES** **NO**

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

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

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:

_____ Date

_____ Date

FOR MHR USE ONLY

Position/Recruitment #: _____ Position FTE: _____
Position Count MOF: _____ Date Issued: _____
Signed: _____

**Request to Advertise Permanent BOR Position
Attachment 1: Request for Position Count**

MEMORANDUM

To:

From:

Subject: Request for Position Count

SCHOOL/COLLEGE: _____

POSITION TITLE: _____

POSITION # USED FOR RECRUITMENT: _____

POSTION FTE: _____

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:

_____ Date

Attachment: BOR Recruitment/Selection Form 17

FOR MBO USE ONLY

Position #: _____

Position Count MOF: _____

Position Count Issued (FTE): _____

Date Issued: _____

Signed: _____

**Request to Advertise Permanent BOR Position
Attachment 2: Facilities Requirements**

SCHOOL/COLLEGE: _____

POSITION TITLE: _____

ESTIMATED START DATE: _____

SCHOOL/COLLEGE CONTACT INFORMATION:

NAME: _____

PHONE: _____

E-MAIL: _____

SPACE REQUIREMENTS

Intended Building: _____

Intended Room #: _____

Are new facilities required?: YES NO

If yes, type of facility: _____

Estimated square footage needed: _____

Environmental controls needed: _____

Will hazardous materials be used in this facility? YES NO

If yes, describe: _____

EQUIPMENT REQUIREMENTS

Will specialized equipment be needed? YES NO

If yes, describe:

Estimated dimensions: H: _____ W: _____ 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