**TEMPLATE: REQUEST TO FILL   
APT, CIVIL SERVICE (GENERAL FUNDS)**

(Date)

**MEMORANDUM**

TO: Sandy French

Chief Business Officer  
 *(Email to: provost@hawaii.edu)*

FROM: (Name)

Dean/Director

SUBJECT: REQUEST TO FILL POSITION

SCHOOL/COLLEGE:

DEPARTMENT

POSITION TITLE:

POSITION CLASSIFICATION/RANK: POSITION FTE:

POSITION NUMBER: MOF:

DATE OF VACANCY: MM/DD/YY LAST SALARY PAID: $XX,XXX

EST. START DATE: MM/DD/YY EST. ANNUAL SALARY: $XX,XXX

POSITION BUDGET TYPE (PERM OR BUDGETED TEMP):

NARRATIVE JUSTIFICATION

1. Describe how the position is essential to the operations of the unit and UHM, and how this hire will contribute to the overall goal and mission of the unit and UHM. If requesting a new position, describe the circumstances that resulted in the need for an additional position.

Attach a copy of the position description.

1. Describe potential operational efficiencies and other options considered to fill this need, and why these alternatives are not adequate.
2. Describe the impact on the program and UHM if the request for exception is not approved.
3. Select all that apply and describe the impact on the budget.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUEST TYPE (Select one): | | | | |
|  | Fill existing position |  |  | Establish and fill new position |
|  |  | | | |
| FTE COUNT / FUNDS (Select at least one): | | | | |
|  | No position FTE count or additional funds requested. | | | |
|  | *College/School/Institute/Office's existing FTE count and budgeted funds will be used.* | | | |
|  | Abolish vacant position and use the FTE count to establish a new position. | | | |
|  | *Indicate position number / position title of the vacant position to be abolished. Describe how duties from the vacant position will be handled.* | | | |
|  | New FTE count requested. *If other than 1.00 FTE, indicate FTE amount.* | | | |
|  | Additional funds requested for position salary. *Indicate $ amount requested.* | | | |
|  | Other. *Explain.* | | | |

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

APPROVED/DISAPPROVED:

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Sandy French Date

Chief Business Officer