

# Arkansas State University

## HIRING FREEZE JUSTIFICATION FORM

### 1. Transaction Type

<input type="checkbox"/> New position	<input type="checkbox"/> Fill a vacant position	<input type="checkbox"/> Fill and reclassify a vacant position
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<input type="checkbox"/> Reclassification/Promotion of a Current Employee	Employee Name:	EMPL ID:
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### 2. Department

Department:	Preparer Name:	Phone:
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Manager/Supervisor:	Phone:	Email:
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### 3. Position Information

Proposed Position Title:	Proposed Job Code:
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Position Number:	<input type="checkbox"/> New	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary	<input type="checkbox"/> 9 mo	<input type="checkbox"/> 10 mo	<input type="checkbox"/> 12 mo
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Is this a new or existing position? <input type="checkbox"/> New <input type="checkbox"/> Existing	If existing, prior incumbent's name:
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How does this position affect this department's headcount?	<input type="checkbox"/> Increase	<input type="checkbox"/> No Change	<input type="checkbox"/> Decrease
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### 4. Workforce Management Plan

(Required to fill or refill vacancies. NOT required for incumbent reclassification, temporary positions or pool faculty.)

Why is this position vacant or being created? (Check all that apply.)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Resignation            | <input type="checkbox"/> Promotion/Transfer   | <input type="checkbox"/> New department/program | <input type="checkbox"/> Program growth |
| <input type="checkbox"/> Termination            | <input type="checkbox"/> Retirement Incentive | <input type="checkbox"/> Long vacancy           |   |
| <input type="checkbox"/> Other source; Explain: |   |   |   |

What critical needs does this position meet? (Check all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Continuation of services |
|--|---|

How does this request meet these critical needs and why should it be approved now?

What strategies have been considered or tried to meet the critical needs? (Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Absorbed, consolidated or realigned duties of existing staff | <input type="checkbox"/> Student position |
| <input type="checkbox"/> Reduced FTE position (.50-.80 FTE)                           |   |
| <input type="checkbox"/> Other source; Explain:                                       |   |

Describe how the above strategies have been successful and why this position is still needed.

How will the services provided by your area be impacted if this request is not approved? For example, describe lost opportunities, suspensions/disruptions of services, and cost of not filling.

If this request cannot be approved, which job responsibilities will still be met and by whom? Please provide names and titles.

What initiatives will your department take to enhance the diversity of your candidate pool?

Other comments or supporting information (optional):

### 5. Budget and Funding Plan

What is the status of this action's funding? (Check all that apply.)

Note: If position funding has or will be moved from department to central accounts, include the fourth box in your selection.

- Currently budgeted     
  New funding needed     
  Currently budgeted w/additional funding needed  
 (If selected, this form will be used as a request for position action and funding.)  
 Other source; Explain:

Does this action require an increase in overall budget costs?     Yes     No

Describe the funding plan for this position action for the current and next fiscal year. Be specific and detailed.

FOAP:

Source of Funding:

Budget Page/Line:

%FTE:

Current Salary \$

Proposed Salary \$

Change in Total Compensation \$

### 7. Approvals

Department Head		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Dean/Director		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Vice Chancellor		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Chancellor		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Human Resources		Date		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove