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 _____

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?

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.

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