

**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](mailto:Kerry.Castano@uvm.edu).  
All other units should submit the form to [John.Sisler@uvm.edu](mailto: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 \_\_\_\_\_

**FOR EXTERNALLY FUNDED POSITIONS**

Length of Award \_\_\_\_\_ Name of Funding Organization \_\_\_\_\_

**Funding Assessment**

\_\_\_\_\_ We have consulted with the Office of the Vice President for Research and have confirmed that this funding has not been identified as being at risk.

This funding is beyond the Office of the Vice President for Research's purview (explain why). We have taken the following steps to confirm that this funding has not been identified as being at risk.

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**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? Please include supporting data/evidence (e.g., enrollments, SCH, workload capacity, # of samples, # of appointments, # of customers, # in caseload, etc.). Explain the consequences of postponing the hire.

\_\_\_\_\_

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)?

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If this request is for a tenure-track position, please explain whether temporarily hiring a NTT faculty member is possible.

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If this request is for a full-time position, please explain whether hiring at a part-time level is possible.

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