MEMORANDUM

To: (Name)  
Vice Chancellor

From: (Name)  
Dean/Director

Subject: Request to Advertise Permanent BOR Position

SCHOOL/COLLEGE: __________________________
POSITION TITLE: __________________________
POSITION CLASSIFICATION/RANK: ____________  POSITION FTE: _______
REQUESTED POSITION NUMBER: ______________
DATE OF VACANCY: MM/DD/YY
REASON FOR VACANCY (resignation, retirement, non-renewal, etc.): ______________________________
EST. START DATE: MM/DD/YY  EST. ANNUAL SALARY: $XXXXXX

<table>
<thead>
<tr>
<th>Budget Information: (To be completed by department’s Fiscal Administrator)</th>
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<tbody>
<tr>
<td>☐ Request to advertise position within approved FTE allocation, no additional funding requested</td>
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<tr>
<td>☐ Request to advertise additional position above approved FTE allocation, no additional funding requested</td>
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<tr>
<td>☐ Request to advertise additional position above approved FTE allocation, additional funding requested</td>
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Name and Signature of Fiscal Administrator  
Date

NARRATIVE JUSTIFICATION

1) Describe how the position is mission critical to the operations of the unit and UHM, and how this hire is related to the overall goal and mission of the unit and UHM, including the following relevant criteria:
   - strengthening the quality of programs;
   - partnering with other units to maximize instructional and research efforts;
   - meeting the demand and need for courses that such faculty will teach; and
   - adding needed research expertise, including the ability to secure enhanced granting/funding opportunities.
Examples:
- The position is in the department of ______________ and is required to teach 3 classes a semester, etc.
- The position is in the department of ______________ and conducts research in __________, etc.

2) Describe how the position meets or strengthens the Chancellor’s initiatives for UHM as follows:
- to hire highly qualified diverse faculty/APT/GA who can advance the strategic goals of UHM;
- pursuing student success/transformation;
- increasing research; and
- grounding UH Mānoa in the traditional values of the Native Hawaiian culture.

3) Impact if request is not approved.

Examples:
- X number of classes will have to be cut, impacting XXX number of students, etc.
- The inability to provide these services will result in a decline in enrollment of about XXX students, etc.

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

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: ___________________________

Signature of Dean/Director Date

For MHR Use
Position/Recruitment # _________
Position FTE ___________
Position Count MOF _________
Date Issued _________
Signed: ___________________________

Vice Chancellor/Chancellor (as appropriate) Date

For MHR Use
Position/Recruitment # _________
Position FTE ___________
Position Count MOF _________
Date Issued _________
Signed: ___________________________

Vice Chancellor/Chancellor (as appropriate) Date
Request to Advertise Permanent BOR Position  
Attachment 1: Request for Position Count  

(Date)

MEMORANDUM

To: Manoa Budget Office

From: (Name)  
Dean/Director

Subject: Request for Position Count

SCHOOL/COLLEGE: __________________________

POSITION TITLE: __________________________

POSITION # USED FOR RECRUITMENT: XXXXXXX

POSITION FTE: X.XX

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:

__________________________
Name & Title of Dean/Director  

__________________________
Date

Attachment: BOR Recruitment/Selection Form 17

For MBO Use
Position # ________
Position Count Issued (FTE) ______
Date Issued _________
Signed: __________________________
Request to Advertise Permanent BOR Position
Attachment 2: Facilities Requirements

(Date)

SCHOOL/COLLEGE: ________________________________
POSITION TITLE: ________________________________
ESTIMATED START DATE: MM/DD/YY

SCHOOL/COLLEGE CONTACT INFORMATION

NAME: ________________________________
PHONE: XXX-XXXX
E-MAIL: ________________________________

SPACE REQUIREMENTS

Intended Building: __________
Intended Room #: __________
Are new facilities required?  Y/N

If yes, type of facility: ________________________________
Estimated square footage needed: ______
Environmental controls needed:
Will hazardous materials be used in this facility?  Y/N

If yes, describe: _______________________________________________

EQUIPMENT REQUIREMENTS

Will specialized equipment be needed?  Y/N

If yes, describe: _______________________________________________
Estimated dimensions (H x W x 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