



## VACANCY MANAGEMENT REVIEW FORM

**INSTRUCTIONS:** All hiring managers must complete this form to obtain authorization in advance to post new or vacant positions that are hired through the Office of Human Resources or non-faculty positions appointed through the Office of the Dean of the Faculty. Job vacancies included in the review are all positions posted as of January 21, 2009, new and recurring regular positions, and all new and renewed term positions.

**For HR positions, administrative managers should submit this form electronically<sup>1</sup> to their cabinet officer; academic managers should submit the form electronically to their chair or director and to Karen Haskin, Office of the Provost, 307 Nassau Hall (khaskin@princeton.edu). For DoF library positions, this form should be submitted to Associate Dean Toni Turano, 201 Nassau Hall (tturano@princeton.edu). For all other non-faculty DoF positions, this form should be submitted to Associate Dean Mary Baum, 201 Nassau Hall (mbaum@princeton.edu).** For HR positions, if the cabinet officer, or the chair or academic director and Ms. Haskin make the decision to request approval to post and fill the position, s/he will send the request electronically to the Review Committee, composed of the provost, the executive vice president, the vice president for finance and treasurer, and the vice president for human resources. All DoF non-faculty positions will be reviewed for final decision in the Office of the Dean of the Faculty.

Please type or print clearly.

### Section 1 – DEPARTMENT INFORMATION

<b>HIRING MANAGER:</b>	<b>TITLE:</b>
<b>DEPARTMENT:</b>	<b>CABINET OFFICER/ CHAIR/DIRECTOR:</b>
<b>HIRING MANAGER'S EMAIL AND PHONE #:</b>	

### Section 2 – POSITION INFORMATION

<b>POSITION TITLE:</b>	<b>REQUISITON #</b> (for positions posted):
<b>JOB CLASSIFICATION AND GRADE:</b>	
<b>ANTICIPATED HIRING SALARY: \$</b> Is this a term position? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate end date:	<b>ANTICIPATED DATE OF HIRE:</b> <b>LAST DATE VACANCY WAS OCCUPIED:</b> Name of Current/Previous Incumbent:
<b>FUNDING SOURCE:</b> General Funds <input type="checkbox"/> Grant or Contract <input type="checkbox"/> Departmental Restricted Funds <input type="checkbox"/> (If other than general funds, please specify source and project grant number[s].) _____	
<b>Are sufficient funds available in the above project grants to support this position for the length of the term?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If no, please indicate the source of additional funds:</b>	

**REASON FOR VACANCY:** (Attach an additional sheet, if needed.)

**Section 3 – JUSTIFICATION FOR POSTING**

**DESCRIBE WHY FILLING THIS POSITION IS URGENT AND CANNOT BE DELAYED.**

(Attach an additional sheet, if needed.)

**Section 4 – ADDITIONAL INFORMATION**

**DESCRIBE ANY ADDITIONAL INFORMATION YOU BELIEVE IS RELEVANT TO THIS REVIEW.**

(Attach an additional sheet, if needed.)

Hiring managers should contact their senior human resources managers for HR positions, Toni Turano for all DoF library positions, and Mary Baum for all other non-faculty DoF positions for assistance to rethink how work can be accomplished if this request is declined by your cabinet officer, chair, or academic director or the Review Committee.

**Section 5 – SIGNATURES**

**HIRING MANAGER'S SIGNATURE:** \_\_\_\_\_

**CABINET MEMBER'S SIGNATURE\*:** \_\_\_\_\_

**CHAIR/DIRECTOR'S SIGNATURE\*\*** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**\*For administrative departments**

**\*\*For academic units**

*For Use By the Review Committee.*

**Position approved**

**Position not approved**

**REVIEW COMMITTEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<sup>1</sup> Visit the [HR website](#) for information about how to submit this PDF form electronically.