

2. Have all opportunities for collaboration with other areas been explored? If so, in what ways?

3. Is the request for a new position or to fill a vacancy? What are the salary saving associated with this action?

4. Provide index(es) used to pay this salary?

5. If this position was not filled immediately, what would be the impact on the department

FOR PERSONNEL ACTIONS: PLEASE ENTER THE EMPLOYEE INFORMATION (NOT REQUIRED FOR HIRING ACTIONS)

Employee Name:

UNM ID:

Is this employee in a term position? Yes No

APPROVALS

Requested by:

Date

Approved by VP/Dean/Director

Date

Approved or Disapproved by Provost and EVP for Academic Affairs

Date