

**University of Illinois
Hiring Request Form**

Department Name:	Equal Opportunity and Access	Proposed Position Title:	Associate Director - Equal Opportunity and Access
Contact Name:	Andrew Hagler	% Appointment	100
College/MAU	Chancellor	Included in Approved Hiring Plan?	(x) Yes () No
Employee Group:	() Faculty (x) Academic Professional () Other Academic Staff	Position Type:	(x) Permanent () Visiting
Length of Appointment:		Position status:	() New Position (x) Vacant Position - enter prior title/name below:
Tenure status:	(x) Non-Tenure () Tenure/Tenure Track	Service Basis:	(x) 12 over 12 () 9 over 12 () 9 over 9 () Other
Effective Date:	1/1/2013	Salary Amount or Range: (Academic Positions Only)	50000-90000
Number of Hires:	1		

Appointment Funding Sources	
Funding Source	Percentage
State Funds - Department:	100
Other (Specify):	
Labor Distribution FOAPAL, Dollar Amount, Percentage	

Justification for Filling the Position
1. Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.
Since the resignation of our previous Associate Director, the unit has been left understaffed. The role of the Associate Director is critical to the operation of this office. The Associate Director supervises office operations, creates and maintains the office budget, approves transactions on behalf of the Director, and acts as a liaison to the campus. Filling this role is vital to the mission of our office.
2. Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?
The Associate Director is key to the success of our office. Other staff members, and the Director in particular, have attempted to take on as much of the responsibilities of this position as possible, but there are simply not enough hours in the day for the Director to effectively handle her own duties as well as those of the Associate Director.
3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.
The operations of the office would be severely hampered. Delays would continue to increase, appointments with staff will have to be pushed further and further into the future, and the quality of service our office provides would be greatly diminished.
4. Describe the funds you have available to ensure you can make this hire without incurring deficits.
The funds allotted for the previous Associate Director should prove sufficient to cover the salary of the new Associate Director

General Comments:

Review/Approvals:

Department:	_____	Date:
School/Department:	_____	Date:
Dean/MAU Officer:	_____	Date:
Chancellor (if unit reports) / AHR (all other):	_____	Date:
AHR:	_____	Date:
Provost:	_____	Date: