

Hiring Request Form Requirements

Effective November 1, 2021

Employee Group	Activity	Is a Hiring Request Approval Required?	What is method of review?	Highest review level required
All Faculty (Tenure/Tenure Track & Specialized**)	Refilling a vacancy or new* position <u>not</u> approved in the Comprehensive Hiring Plan. Applies to all funding sources.	Yes	DMI Hiring Plan System	Provost
	Hire is a new* position approved in the Comprehensive Hiring Plan. Applies to all funding sources	No	N/A	N/A
All Staff Academic Professional & Civil Service	Refilling a vacancy on any fund source	Yes, if required by College	Hiring Request Form (HireTouch)	College
	Hire is a new* position on non-State or non-ICR funds	Yes, if required by College	Hiring Request Form (HireTouch)	College
	Hire is a new* position on State or ICR funds and approved in the Comprehensive Hiring Plan	No	N/A	N/A
	Hire is a new* position on more than 50% State and/or ICR funds and <u>not</u> approved in the Comprehensive Hiring Plan	Yes	DMI Hiring Plan System (tuition colleges***); Hiring Request Form (HireTouch) (non-tuition colleges)	Provost

*"New" indicates additional FTE rather than refilling a vacancy.

**Includes any position at the professorial rank modified by Adjunct, Clinical, Research or Visiting; Lecturers and Instructors, including those with title modifiers Adjunct or Visiting

***Also includes Graduate College, Illinois International, and University Library.

No change in requirements:

All preapproval requirements in Provost Communication 3 - still in effect
Job description review and decision still required for all AP and Civil Service positions

Post-Doctoral Research Associates Graduate Assistantships Student hourly positions (Grad and Undergrad) 0% Appointments Extra Help Academic Hourly Retiree Rehire Fellows/Visiting Scholars	Refilling a position Making an initial appointment	No	Existing hire processes	No Campus-Level Hiring Approval Needed
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