Georgia State University
Request for Approval to Fill Critical Personnel Vacancy

1. Division/College

2. Department/Unit Name

3. Position Title

4. No. of hires requested for position title

5. Total Salary & Benefits (Annually)

6. Fund Sources: % State Funds % Federal or Other Funds

7. Cost of total Current Vacant Positions for the Department/Unit

8. Estimated Hiring Date

9. Replacement Position New Position

10. Contact Person/Phone Number for Additional Information

11. Justification Statement:
   Critical impacts associated with a hiring delay, ie. (program and potential loss of federal/other funding.)
   Time sensitivity of need
   Number of positions currently doing the same job in same unit/department

Initiator: Date: 

Dept/Unit Head: Date: 

Dean/VP: Date: 