

# Critical Hire Justification Template

## Institution and Contact Information

Institution Name: Georgia State University	
Submitted by (name): Reid Tankersley	Email Address: tankersley@gsu.edu
Contact Number: 404-413-2571	

## Position Data

<input type="checkbox"/> Vacant Position Request		<input type="checkbox"/> New Position Request	
Department:		Position Number:	
Position Title:		Position Budget:	
Date position became vacant:		Classification Title:	
Previous Incumbent (name):		Previous Incumbent Salary:	
Pay Grade/Range for Position (please list all):	Minimum N/A	Midpoint N/A	Maximum N/A
Anticipated Salary of New Incumbent:			
Fund Source:			

## Justification Narrative:

Please provide a narrative of the role and need for continuance.

When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.

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What other alternatives or organization strategies have been considered?

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Approvals:

The signed form must be uploaded in the survey tool with the request. This request will not be accepted or considered without the signed form.

Chief Business Officer: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_