



## Authorization to Fill Request

**INSTRUCTIONS** This form is for unit heads/directors at Texas A&M College Station, Galveston and Health Science Center to request authorization to fill, post and/or hire vacant budgeted staff positions in non-academic departments (previously subject to the summer 2014 hiring freeze). Requesting unit will complete Sections I and II and follow internal administrative routing approval channels before sending to final approval authority as delegated by the President. If position is part of an overall organizational plan change with multiple positions affected, requesting unit may provide one justification document referencing all PINs, but use one form per PIN. See <http://employees.tamu.edu/managers/nonfaculty-hires/> for guidelines & FAQs. See routing instructions below.

### I. POSITION INFORMATION (use one form per PIN)

Title Description:		Title Code#:	PIN#:
Department Name:		ADLOC#:	Dept Code:
Annual Budget Salary:	Percent Effort:	Position Currently Vacant?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Last occupied date _____
Funding Source: (E&G/AUF/AUX/Other/etc.)		Funding Account Numbers:	
Supervisor/Manager Name:	Contact Person Name:	Contact Person Email (for return of completed form):	

### II. JUSTIFICATION TO FILL POSITION (may attach separate justification document in lieu of using below boxes)

<p><b>Mission Alignment:</b> Explain why the position meets essential needs, enhances the core teaching, service or research mission, and/or supports the university's excellence initiatives; include with this form an organizational chart with the position highlighted.</p>
<p><b>Staffing Analysis:</b> Explain why the functional duties of this position cannot be allocated to existing employees and/or the impact if it were to be eliminated; if the position supervises employees, address if duties could be shifted to another supervisor.</p>
<p><b>Recommend Approval*</b> Requesting Unit Head/Director (print name):</p>
<p>Signature: _____ Date: _____</p>

\*Requesting unit should follow internal administrative routing approval channels **prior** to sending to final approval authority.

### III. APPROVAL AUTHORITY - See <http://employees.tamu.edu/managers/nonfaculty-hires/> for delegated authority

<input type="checkbox"/> Approved	Comments
<input type="checkbox"/> Not Approved	
President or Delegated Authority Print Name:	Print Title:
Signature: _____	Date: _____

**FORM ROUTING:** Approving delegated authority office will return the completed form – whether approved or not – to the above identified contact person for further handling. Delegated authority office will maintain a record of approved or denied requests for reporting to university leadership upon request. Requesting unit must submit approved request form with PATH vacancy posting or Internal Promotion and Transfer form. Need Help? Contact the appropriate HR or Payroll Office.