



2020 Non-Faculty Hiring Authorization Request Form

INSTRUCTIONS This form is for unit heads or directors at Texas A&M University, including Qatar, Galveston and Health Science Center (HSC), to request approval to recruit, select, and/or hire budgeted staff or temp/casual positions in compliance with the new hiring authorization process announced on March 26, 2020 due to the COVID-19 pandemic. All fields should be completed as appropriate. The Justification is required and additional documents can be attached as needed. All requests must be approved by the final approver (Academic Units: Provost, Non-Academic Units: Vice President) for your organization and sent to Human Resources and Organizational Effectiveness (HROE) to obtain final approval by President Young. Visit the [Hiring Authorization website](#) for additional information.

REQUESTING ORGANIZATION		
Division/College	Department	
Hiring Manager Name	Hiring Manager Email	Hiring Manager Phone
Contact Name	Contact Email	Contact Phone

REQUESTED POSITION			
Job Title			
Position #	Anticipated Hire Date	Job Requisition # (if applicable)	
Current Position Status <input type="checkbox"/> New Position <input type="checkbox"/> Existing Position	Position Type <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Temp/Casual	Recruiting Status <input type="checkbox"/> No Recruitment <input type="checkbox"/> Active Recruitment <input type="checkbox"/> Ready for Offer	Requested Approval <input type="checkbox"/> Post Job Requisition <input type="checkbox"/> Continue Recruitment Activities <input type="checkbox"/> Make Offer
Justification for Request: Explain why the position meets the essential needs of the organization and its mission during the COVID-19 pandemic.			
Additional Information Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO			

APPROVER SIGNATURES

Print Name/Title Requesting Organization Approver
(Dean, VP, AVP, Exec. Director, etc.)

Signature

Date

Print Name/Title Requesting Organization Approver
(Provost/ Vice President)

Signature

Date

Approved **Denied**
By Michael K. Young, President, Texas A&M University

President's Signature

Date

FORM ROUTING:

Email completed form with subject: *Hiring Authorization Request*
to jobs@tam.u.edu for TAMU (including Qatar and Galveston) or hschr@tam.u.edu for HSC.

NEED HELP?

Texas A&M: jobs@tam.u.edu
HSC: hschr@tam.u.edu