



Staff Hiring Authorization Request Form

INSTRUCTIONS This form is for unit heads or directors at Texas A&M University, including Qatar, Galveston and Texas A&M Health (HSC), to request approval to recruit, select, and/or hire budgeted staff in compliance with changes made to the hiring authorization process as of June 2021. All fields should be completed as appropriate.

The criteria and justification are 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 to obtain final approval by the President of Texas A&M. **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	Cost Allocation (Funding Source)	
Current Position Status <input type="checkbox"/> New Position <input type="checkbox"/> Existing Position	Position Type <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	Recruiting Status <input type="checkbox"/> No Recruitment <input type="checkbox"/> Active Recruitment <input type="checkbox"/> Ready for Offer	Meets Following Criteria <input type="checkbox"/> Health, Safety, Security <input type="checkbox"/> Impact on Revenue/Grants <input type="checkbox"/> Meets Student Needs <input type="checkbox"/> Special Exemption
Justification for Request Explain why the position meets the criteria selected above:			
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 Dr. M. Katherine Banks, President, Texas A&M University

 President's Signature

 Date

FORM ROUTING:

Email completed form with subject: *Hiring Authorization Request*
 to jobs@tamu.edu for TAMU (including Qatar and Galveston) or
hschr@tamu.edu for Texas A&M Health.

NEED HELP?

Texas A&M: jobs@tamu.edu
 A&M Health: hschr@tamu.edu