



University of West Georgia
for Approval to Fill Critical Personnel Vacancy

- 1. Division
2. Department
3. Position Title
4. No. of hires requested for position title
5. Total Salary & Benefits (Annually)
6. Fund Sources % State Funds % Tuition Dollars % Other Funds Grant Funds Auxiliary Funds Technology Fees
7. Cost of total Current Vacant Positions for the Department
8. Estimated Hiring Date
9. Replacement Position New Position
10. Contact Person/Phone Number for Additional Information
11. Justification Statement
Critical impacts associated with hiring delay (program and potential loss of other revenue
Time sensitivity of need
Number of positions currently doing the same job

Submitted by: Date:
Vice President Approval Date: