

THE UNIVERSITY OF RHODE ISLAND

Hiring Request Form - Staff

Position Information

Position Title: _____ State Pos. No.: _____

Department: _____ PeopleSoft Pos. No.: _____

Position Type: ☐ Staff ☐ Temporary Employee **Faculty have a separate form

☐ Classified ☐ Non-Classified // ☐ Academic Year (20pp) ☐ Calendar Year (26pp)

Request Details

Replacing: _____ (Employee name)

Reason for Request: ☐ New Position ☐ Replacement ☐ Repurpose

☐ Temporary Need ☐ Other: _____

Position Description: *Please attach the position description to this form.*

Budget Considerations

CFS: _____

Budget Impact: ☐ FY26 budgeted ☐ FY26 repurposed ☐ FY26 not budgeted

IF FY26 repurposed/not budgeted, explanation: (funding shifts, etc.)

Strategic Alignment Assessment

1. **Core Mission Support (Broaden Our Impact):** Does this position directly support the university's core mission, including academic operations, teaching, research, or student services?

☐ Yes ☐ No

Please explain: _____

2. **Enhance Student Achievement:** Does this role contribute to an engaged and inclusive learning environment?

☐ Yes ☐ No

Please explain: _____

3. **Foster an Inclusive Culture:** Does this position foster an inclusive, people-centered culture?

☐ Yes ☐ No

Please explain: _____

4. Power the University of the Future: Does this position support leading-edge administrative and financial systems and projects to power the University of the future? ☐ Yes ☐ No

Please explain: _____

Operational Impact

Consequences of Not Filling the Position: What will be the impact on departmental and university operations if this position remains unfilled?

Is this position: ☐ in-person ☐ hybrid (partially remote) ☐ remote

If in-person/hybrid, where will the position be physically located?

Building / Room: _____

Has space been allocated via Space Committee to the college/unit for this purpose?

☐ Yes ☐ No

Recruitment Plan

Proposed Recruitment Timeline: _____

Approvals

Hiring Manager:

CBO (or FSP for units with
no CBO):

Division Head (VP):

HR Business Partner:

Additional Comments (Optional):