



Request to Fill Supplement (RTF-S)

This form, with the accompanying Request to Fill and any other relevant materials, should be forwarded to the Office of Human Resources before review by the applicable senior administrative officer (VP, Provost, President). *Action on requests for hiring that do not include complete and necessary information or do not comply with the above sequence will be delayed.*

1. Discuss the nature of this position as it relates to meeting your critical ongoing organizational needs.

2. Describe the consequences and impacts of not filling the position; consider the following:

- a. Academic programs or services;
- b. Student services;
- c. Potential or enrolled students;
- d. Other essential University operations;
- e. Current staffing patterns;
- f. Other.

3. What alternatives were considered instead of filling this position and why are these alternatives not viable?

4. How would a reduction of the work schedule/work year impact the effectiveness of this position and/or program?

5. What additional financial/resource obligations will be created if this position is approved?

Department Head

Date

Dean (if applicable)

Date

Office of Human Resources

Date

Senior Administrative Officer

Date