



# Student Success **Hiring Request Form**

All temporary and permanent staff positions and graduate/teaching/research assistantships require an approved hiring request form. Please complete the below form and obtain approval from your direct supervisor, area lead, and the Office of the Vice President for Student Success. Please email approved forms to [SSBO@uky.edu](mailto:SSBO@uky.edu). Any questions regarding this form can be directed to Grace Hahn, [gracehahn2@uky.edu](mailto:gracehahn2@uky.edu).

Position Title:

Department:

Position Number:

What criteria did you consider when deciding if you should fill this new or vacant position?

Provide an overview of the responsibilities of the position.

Why is this position critical to current operations?

What is the budgetary impact for filling this new or vacant position?

Please provide data regarding why this position is necessary. (advising case loads, etc.)

Submitter Name:

OVPSS:

Area Lead: