**Overview**

In December 2019, the University System of Georgia (“USG”) instituted a Critical Hire Justification (CHJ) process using the attached template. This guide provides information on how to complete that form.

All full-time faculty and staff jobs with salaries over $40,000 cannot be posted until this form has been completed and approved at the campus level (faculty) or University System level (staff).

Additional resources are available online at: <http://af.gatech.edu/USG-Critical-Hire>*.* These include guidance documents (e.g., what specific positions are subject to this process and the definition of a critical hire) and other helpful resources and links. Please send additional questions to: [staffpostings@gatech.edu](mailto:staffpostings@gatech.edu) or [facultypostings@gatech.edu](mailto:facultypostings@gatech.edu)

## Important Points

* **This form should be** **completed by a unit’s HR Representative (HR Business Partner or HR Director-level role)** after consultation with the hiring manager and/or local leadership.
* Submitted forms will be routed for review and approval to both the relevant executive’s office and the Chief Business Officer and President, who must acknowledge their approval in writing per the USG policy.
* For staff requests, once a request has received approval by the President, a central coordinator will transmit the required information to the USG review committee for review and approval. The coordinator will communicate the resulting USG decision to the listed hiring manager and HR Representative, as well as Talent Acquisition.
* **Positions can only be posted after appropriate campus approvals (faculty postings) or campus and USG approvals (staff postings) are communicated by a coordinator.**

## Critical Hire Justification Criteria

The University System shared the following information about justifications for critical hires. Please utilize this information to determine if a hire is *critical* vs. *important* and refer to these criteria as appropriate in the justification responses on this form.

A critical hire is considered a position that the institution must fill in order to maintain student success, patient/life safety, and to successfully meet required compliance and accreditation standards. A critical hire is not the same as an important hire. We have many positions within the university system that are important to institutional success but would not be considered critical. Important positions will not be approved while the critical hire process is in effect. – USG FAQ Guide, 12/31/19

**What type of documentation will be required for the justification?**

The institution should provide a compelling case for critical nature of a position in the critical hire form. Any supporting data regarding student success, patient/life safety, and compliance or accreditation requirements that must be met should be provided. For grant or contract funded positions, an institution should submit the award letter and documentation that supports the requirements for personnel and the compensation rates that have been agreed to.

**Guide to Filling Out CHJ Template Fields**

The fields below are provided through an online form available at:

<http://af.gatech.edu/USG-Critical-Hire>

This guide can be used to collect the necessary information. Once complete and any necessary HR or local approvals have been obtained, this information should be submitted by a unit’s HR Representative / Business Partner / Director through the online form.

**Institution and Contact Information**

|  |  |
| --- | --- |
| Submitted by (name):  *Name of HR Representative* | Email Address:  *Email of HR Representative* |
| Contact Number:  *Phone Number of HR Representative* | |
| Does your unit report through *(select one):*   * Executive Vice President for Administration & Finance (Campus Services, OIT, Facilities, etc.) * Executive Vice President for Research (i.e., EII, GTRI, IPAT) * Provost & Executive Vice President for Academic Affairs * Office of the President (Development, Strategic Consulting, etc.) | |
| Department Head (name):  *Name of senior leader* | Department Head’s Email:  *Email of senior leader* |

**Position Data**

|  |  |
| --- | --- |
| * Vacant Position Request   *Please check corresponding box* | * New Position Request   *Please check corresponding box* |
| * Faculty | * Staff |
| Date position became available (Vacant) or date of desired hire (New Position): | |
| Division: *Please select division from pull-down list of budget units* | |
| Department:  *Department name where request is originating* | Position Number:  *If a budget position number is established, please enter here* |
| Position Title:  *Title of the position (JCCS title for staff)* | |
| Classification:  *Please select position classification type from pull-down list* | |

**Compensation and Budget Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Budget:  *How much funding is budgeted for this position?* | | | | |
| Funding Source:  *Please select a funding source from the list below (please consult unit finance head as needed to identify the appropriate USG funding code):*   * *10000 – State Appropriations* * *10500 – Tuition* * *10600 – Other General* * *11015 – EII State Appropriations* * *11021 – GTRI State Appropriations* * *11615 – EII – Other General* * *11621 – GTRI – Other General* * *11641 – GTRI – Other General (R1 Only)* * *11700 – Ga Cyber Innovation & Training – (R1 Only)* * *12210 – Auxiliary Housing* * *12220 – Auxiliary Food Services* * *12230 – Auxiliary Stores and Shops* * *12240 – Auxiliary Health Services* * *12250 – Auxiliary Parking / Transportation* * *12260 – Auxiliary Transportation* * *12270 – Auxiliary Other Organizations* * *12280 – Athletics* * *13000 - Student Activities Fund* * *14000 – Department of Sales and Services-Continuing Education* * *14100 – Department of Sales and Services-Other* * *15000 – Indirect Cost Recovery* * *20000 – Restricted Educational and General* * *21015 – GT – EII – Restricted and Sponsored* * *21021 – GT – GTRI Restricted and Sponsored* * *Other – please specify by filling in description of funding source* | | | | |
| Pay Grade/Range for Position (please list all):  *For staff, use JCCS paygrade (Min Tier 1 / MRP / Max Tier 3); For faculty, use general ranges from hiring unit* | Minimum | | Midpoint | Maximum |
| Anticipated Salary of New Incumbent:  *Please provide best guess. For staff positions, the JCCS Tier 2 minimum – midpoint may be a helpful framework, as the typical hiring range.* | | | | |
| Previous Incumbent Salary:  *Salary of previous incumbent, or N/A if a new position* | | Previous Incumbent (name):  *Who held this position previously, or N/A if a new position* | | |

**Justification Narrative:**

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| Please provide a narrative of the role and need for continuance. |
| *This section should focus on the three critical hire justification criteria detailed on the first page of this guide. The USG guidelines specify a difference between critical and important hires. The FAQ provides additional information about this process that may be of assistance. If this posting is part of a Comprehensive Administrative Review Plan response, please indicate that here and provide brief context of the opportunity or need being addressed by this role.* |

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| When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position. |
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| What other alternatives or organization strategies have been considered? |
| *This section is looking to see why this hire is critical, and whether there are alternatives even with disadvantages, to making the hire. It could be helpful to highlight any recent reorganizations or efficiency gains that led to this posting being necessary. Other alternatives considered could possibly include: workload redistribution of the work this position does; ability (or not) to cover with temporary resources; levels of management and span of control (per Comprehensive Administrative Review Guidelines); or reduction in scope of services provided.* |