

**Request for Add to Staff or Replacement Headcount**

Unit: **LAW**

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Check one: Replacement  New Position (Add to staff)  Restructured Position

(If restructure, please state position(s) included in this action, salaries, and grades and include narrative below regarding how the position was restructured).

Title: \_\_\_\_\_ Grade/Band: \_\_\_\_\_

Incumbent Name \_\_\_\_\_

Incumbent Salary \$ \_\_\_\_\_

Separation Date \_\_\_\_\_

Projected Replacement Date \_\_\_\_\_

Proposed Salary \$ \_\_\_\_\_

PeopleAdmin System Position number (if applicable) \_\_\_\_\_

Funding Source (Chartfield) \_\_\_\_\_

Is Position Funded Within Existing Fiscal Year Budget – Recurring? Yes  No

If not, please state source of ongoing funding:

Justification to Hire (*Give a specific explanation regarding why this position is critical to the operation of your unit. Attach job description and organizational chart.*)

Impact if position is not filled (*Give specific departmental impact as well as impact to schools or other departments.*)

Alternatives to filling this position (*Give specific alternatives, i.e., restructure – attach additional document, if necessary.*)

**To be Completed by Hiring Review Team Only**

- Approved to fill with Redeploy (*existing NYU employee whose position is targeted for elimination*)
- Approved to fill with Internal Candidate (*any existing NYU employee*)
- Approved to fill with Internal or External Candidate
- Not Approved

\_\_\_\_\_  
Hiring Review Team Member

\_\_\_\_\_  
Date

Comments: