



## Law School Hiring Request Form

**Instructions:** Please use this form for Officers of Administration, Support-Staff, Officers of Research, and Officers of the Libraries. Prior to completing this form, please reach out to [hr@law.columbia.edu](mailto:hr@law.columbia.edu) to request a copy of your department's organizational chart and the relevant job description.

### Section I - Position Information

**Department:**

**Action:**

**Position Type:**

**Position Title:**

**Grade Level :**

**(For Vacancy) Prior Incumbent Name:**

**End Date (If Applicable):**

**(For Position Upgrade) Current Employee Name:**

**Regular/Temporary:**

**If Temporary, Expected End Date:**

**Full/Part-Time:**

**If Part-Time or VHO, Hrs/Wk:**

**Budgeted Salary: \$**

**Anticipated Start Date:**

**Office Location:**

**Phone Extension:**

**Hiring Manager Name:**

**Hiring Manager Title:**

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### Section II - Business Rationale

- A. Please provide justification to support the above request. If you are requesting the creation of a new position, please explain how this is necessary in order to address any gaps and/or challenges in your current organizational structure.

- B. How are you planning to ensure continuity of services until you receive approval to proceed?  
Can existing employees temporarily absorb critical responsibilities in the interim?

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**Section III – Organizational Review**

Please review your current organizational structure in the context of this hiring request. Describe any alternative structure(s) that may create new pathways for existing employee growth and/or budget savings.

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**Section IV – Financial Review**

	<b>Cost</b>	<b>Funding Source (Grant/Dept)</b>
<b>Budgeted Salary</b>	\$	
<b>Fringe<sup>1</sup></b>	\$	
<b>OTPS</b>	\$	
<b>SUBTOTAL</b>	\$	

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**Section V – Preliminary Request Approval**

I attest that I have discussed this request and received approval to proceed from my department's Associate/Vice Dean and/or Center Faculty Director.

\_\_\_\_\_  
Hiring Manager Initials

\_\_\_\_\_  
Date

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<sup>1</sup> For salaries funded by the Law School or private grants and contracts, use 34.00%. Reference [here](#) for the most up to date rate.