Columbia
Law School

Hiring Request Form: Officers of Administration, Library, and Support Staff

Instructions: Please use this form for Officer of Administration, Library, and Support Staff positions. Prior to completing this form, please reach out to hr@law.columbia.edu to request a copy of your department's organizational chart and the relevant job description(s), which are to be submitted along with this form.

Please note, each request will be expected to comply with the following criteria:

- **Three (3) Month Hiring Hold**: A temporary pause on filling vacancies for a three-month period from the prior incumbent's last worked day.
- **Budget Savings Targets**: Each manager must achieve a budget savings of 7.5% for grades 10-13 and 15% savings for grades 14 and above, per vacancy.

Section I - Position Information

Department: _____

Hiring Manager Name and Title: _____

Request Type: Select _____ **Position Type:** Select

Position Title: _____ **Grade Level:** Select

Proposed Salary: _____ **Anticipated Start Date**: _____

For a position upgrade –
Employee name: _____
Current position title: _____
Current position grade**:** _____

For a vacancy –
Prior incumbent name: _____
Last date worked**:** _____

Section II – Business Need Justification

1. **Select which of the following business critical needs this position meets:**

☐ Continuity of business operations
☐ Fulfill grant obligation
☐ Regulatory compliance
☐ Supports a revenue generating unit
☐ Support dept/center evolved needs
☐ Support student-facing needs

2. **Detail the operational, strategic, or functional impact of filling this role based on the above selected need(s).**

3. **Will the three-month hire hold be met?** Select
End date of previous incumbent (if applicable): _____
Earliest anticipated start date of new hire: _____

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4. **Can this role be temporarily deferred or delayed?** Select
   (*If yes, provide details on how the role can be deferred and for how long.)*

Section III – Organizational Review

1. **Has an alternative organizational structure for the department been thoroughly considered?** Select
   a. Describe any alternative structure(s) that may create new pathways for existing employee growth and/or budget savings.

2. **Is there an opportunity to temporarily shift responsibilities to existing staff, contractors, or temporary workers?** Select *(If yes, provide details of the proposed temporary solution.)*

Section IV – Financial Impact

1. **Have you finalized a plan to achieve the required budget savings target?** Select
   If yes, how much is the anticipated savings amount? $_____

2. **Please describe the savings breakdown.**

Proposed Salary	$
Fringe	$
TOTAL	**$**

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.

_____ _____
Submitter Name Date Submitted