

University of California, Irvine

Staff Recruitment and Position Renewal Form

Number of Positions: Appointment type:
Department Code: Department:
Coordinating Point: Vice Chancellor/Dean:
Proposed Title Code: Proposed Payroll Title:
Salary Grade: Salary (Min. to Midpoint):
Position Type: ☐ New ☐ Replacement If replacement, name of previous employee:
Account/Fund/Sub: / /

Hiring Department Contact:

Name: E-mail: Phone:

For Retiree Rehiring Requests Only: Please fill out this section and attach the Retired Employee Approvals Form (UBEN 138)

☐ This is a request to rehire a UC Retiree Campus retired from:

Retiree Name:

For Limited Appointment or Employment Agreement ("Contract") Extension Requests Only: Please fill out this section

☐ This is a request to extend an existing: ☐ Limited Appointment ☐ Employment Agreement ("Contract")

Current ending date: / / Proposed extended ending date: / /

Employee Name:

For Exemption Requests Only: Please indicate reason for exemption from hiring freeze and submit this form with appropriate signatures and a copy of the job description to the Budget Office

☐ Employees on Contracts & Grants Funds ☐ Staff Vital to Health and Safety ☐ Other (Please Describe Below)

For Exception Requests Only: Please answer the questions below and submit this form with appropriate signatures and a copy of the job description to the EVC&P's Office - Please type answers to the following questions in detail – Attach additional typed sheets as necessary

DO NOT COMPLETE THIS SECTION BY HAND

1) Purpose of position:

2) Impact on department if position is not filled:

3) How does this position represent a change from prior year's staffing?

4) When did the last person leave this position?

Authorizations (signature below represents authorization to move forward in the recruitment process)

Hiring Department

Date

Vice Chancellor / Dean

Date

Executive Vice Chancellor & Provost

Date