S A M P L E

Recruitment – Temporary Emergency Position

Date: [**Current Date]**

To: [**Provost’s Name**], Provost and Vice President for Academic Affairs

From: [**Dean’s/AVP’s Name and Title**]

RE: Recruitment for a Temporary Emergency Position, [**Classification i.e. ASC I, ASC II, etc.**] [**Name of College/Department**]

This memorandum is to request approval to recruit for a Temporary Emergency Position in the [**Name of College/Department**] for a [**Working Title**].

This request is a [**full-time/part-time**], temporary emergency position:

Position Number: [**if there is no position number assigned, indicate that the position number is needed]**

Funding Source:

Length of Appointment:

Name of Person Replacing, if applicable:

Date and Reason for Separation:

If you have a candidate in mind, indicate their name.

The following items are attached to this cover memorandum:

* Completed Temporary Emergency Request Form
* An Updated Position Description
* Current Organization Chart

[**Provide a brief paragraph to outline the details/justification of the position.**]

The HERRA Manager is **[Name],[Working Title].**

The lead for the incumbent is **[Name]**, **[Working Title]**. (Only if different form HEERA Manager)

Thank you for your consideration.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sylvia A. Alva, Provost and

 Vice President for Academic Affairs