

## UT Health Science Center Strategic Hiring Review Process

**Effective April 11, 2025, a strategic hiring review is in place.** Therefore, until further notice, requests to hire employees will be considered only for positions deemed mission-critical (i.e., those that must be filled to ensure university safety, compliance, and core mission). Prior to submitting a request, the person initiating the hiring request (Business Manager, Department Chair, etc.) should confirm with leadership the criticality of filling a position or extending an offer for a position already under recruitment and obtain written pre-approval for moving forward with the action. **All such requests now require justification and additional approval by either the Dean or Vice Chancellor with approval from the Chief Academic Officer (for faculty) and the Executive Vice Chancellor (all hires).**

### STRATEGIC HIRING REVIEW PROCESS

**Please use the strategic hiring review form** to obtain pre-approval prior to submitting a request. Hiring managers should submit this form to Human Resources for processing.

Transactions submitted without justification or written pre-approval will not be processed. With limited exceptions e.g., positions which are primarily clinical and have limited university financial commitment, **all positions, regardless of funding**, are subject to this approval process.

Step 1 - Hiring Manager completes the strategic hiring review form.

Step 2 – Hiring Manager gains approval to hire from the appropriate Dean’s or Vice Chancellor’s Office.

Step 3 – The approved form is routed to Human Resources for processing.

Step 4 – Human Resources provides (through Adobe Sign):

1. staff and faculty hiring justification forms to 1) Finance (for fiscal review) and 2) VCR for review (only for appointments where most of the effort is research related).
2. Finance and on limited basis VCR review, reject or hold the form and send any concerns to the CAO (for faculty) and EVC for final approval.
3. No concerns, the form routes to the next approval step.

Step 5 – Once reviewed by Finance and VCR (see note re. when this is required), the form is then routed through Adobe Sign:

1. faculty hire form to the CAO for approval.
2. final approval by EVC (all hires).

Step 6 – Forms will route back through Adobe Sign to Human Resources for processing with the department.

**UT Health Science Center Employee Hiring Justification Form**

Requestor Name

Phone

#

\_\_\_\_\_

\_\_\_\_\_

Department Contact  
(Business Manager)

Phone

#

\_\_\_\_\_

\_\_\_\_\_

Funding source and duration of the funding source?

What is the position's title and function?

How does this position support UT Health Science Center's safety, compliance, core values or mission? Why should filling this position move forward? (For example, provide details on safety, compliance, grant deliverables, or other mission-critical risks if the position is not filled immediately).

What existing internal resources have you explored to complete the work in lieu of hiring? (Note that HR, Faculty Affairs, or your business manager is available to help with the identification of internal resources.)

Dean/VC Approval \_\_\_\_\_ Date \_\_\_\_\_

Office of Research Review (for positions which are primarily research oriented)

Office of Finance (Fiscal Review)

CAO Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Faculty)

EVC-COO \_\_\_\_\_ Date \_\_\_\_\_  
Approval