MEMORANDUM

TO: Kathy Cutshaw
Vice Chancellor for Administration, Finance and Operations

VIA: Reed Dasenbrock, PhD
Vice Chancellor for Academic Affairs, University of Hawai‘i at Mānoa

FROM: Jerris R. Hedges, MD, MS, MMM
Dean, John A. Burns School of Medicine

SUBJECT: Request for Approval to Recruit and Fill <# of positions> Full-/Part-Time (_____ FTE) Assistant Professor Position #_______ with General/Tuition/RTRF funds for the Department of ______________ at the John A. Burns School of Medicine, University of Hawai‘i at Mānoa

SPECIFIC ACTION REQUESTED:

It is requested that you approve the recruitment and filling of <# of positions> full-/part-time (_____ FTE) Assistant Professor position #______ with General/Tuition/RTRF funds for the Department of _______________ at the John A. Burns School of Medicine, University of Hawai‘i at Mānoa.

RECOMMENDED EFFECTIVE DATE: ______________________

ADDITIONAL COST:

<E.g. Existing JABSOM resources will be used to fund this request.>

PURPOSE:

The purpose of this position is to recruit and re-fill position #_______ in the Department of ______________. This position is essential because of ____________________.

BACKGROUND:

Pursuant to “University of Hawai‘i at Mānoa Budget Execution Policies FY 2016”, approval from the unit’s cognizant VC and the VCAFO must be obtained in order to hire faculty and Executive/Managerial positions (permanent and temporary) funded with General Funds, TFSF (Regular, Summer and Outreach Credit) and RTRF. Approval should be obtained in writing prior to the commencement of recruitment, and positions must be accommodated within the current year FTE and funding allocations.

This permanent faculty position is located in the Department of ____________ at the John A. Burns School of Medicine (JABSOM). The vacancy will occur due to the resignation of the current incumbent from position numbers _________ effective close of business _____________. This position entails ____________________.

The inability to fill this position will ________________________________.

ACTION RECOMMENDED:
It is recommended that you approve the recruitment and filling of <# of positions> full-/part-time ( _____ FTE) Assistant Professor position #______ with General/Tuition/RTRF funds for the Department of ______________ at the John A. Burns School of Medicine, University of Hawai‘i at Mānoa.

APPROVED/DISAPPROVED:

______________________________  ______________________
Kathleen D. Cutshaw      Date
Vice Chancellor for Administration, Finance
and Operations

APPROVED/DISAPPROVED:

______________________________  ______________________
Reed Dasenbrock, PhD      Date
Vice Chancellor of Academic Affairs

JRH: