

# Personnel Action Request & Approval (PAR)



## Personnel Action Request & Approval Instructions

This Staff Action Request & Approval Form (SARA) is a required control and audit tracing document that proves due diligence on the part of the university in all hiring actions. Requirements include HR posting requirements and proper documentation, budgetary authority to fund the actions, and executive level approval of the action. Upon completion of routing and approvals the SARA is returned to the submitter to be forwarded with all required documentation to TAMUG HR Generalists. The form is intended to be a multi-purpose form that will allow a variety of actions to be considered while using only one efficient form. Approvals must be reviewed and approved in the order listed on the form. Request is made as needed, submitted to Department Head, then submitted to Department AVP for approval. Executive Team reviews and makes recommendation

Does this action require Executive review? (Actions such as temporary wage positions, non-budget eligible positions, and 100% research-funded positions do not require Executive review.)

### Section I: Approvals

- A. Who is making the request? Department, person submitting request, date.
- B. Requested Action. Choose one: Post a full-time vacant position, post a part-time vacant position, post a temporary wage position, reclassify a current position, or promote/transfer. If this is not what you are doing, please go to cell D.
- C. Reason for the action being taken.
- D. Other actions. Please describe other actions, and whether the action requires ET approval.
- E. Description/Justification of Need.
  - a. Area(s) of focus and the relevance of this position to organizational priorities such as strategic plans, roadmaps or grand challenges.
  - b. Identify the 3 to 5 primary roles/responsibilities of this position or attach a DRAFT Position Description if available.
  - c. Describe how this position will advance the unit and campus in answering identified strategic goals (ie: student outcomes, faculty outcomes, stewardship of public trust) of the campus.
  - d. Indicate whether any potential opportunity exists to fill such a position jointly between two or more units.
  - e. Existing and future opportunities for this position to collaborate with other staff, faculty, departments, units, institutes or agencies to support integrated systems-type approaches.
  - f. Additional Information (as needed).
- F. Special Actions: Hire or promote up to 10% above minimum, Hire or promote above 10% minimum or current salary. Maximum salary requested?
- G. Funding Available: choose one: Current funding available, Other internal funding available, 100% research funded, No internal funding/requesting funding. Gpin is applicable. Account # for funding source. Dollar amount of funding.
- H. Position Adloc. What Adloc will this position be associated with? What is the Title and Title Code for the position? What is the minimum salary?
- I. Compliance statement about lab safety, choose yes or no.

### Section II: Approvals must be reviewed and approved in the order listed.

- A. Department Head name, DH's signature, date of DH's approval.

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- B. AVP name, AVP's signature, date of AVP's approval.
- C. Executive Team's comments and recommendations, date of approval/denial
- D. VP & COO (or Designee) name, signature, date of approval/denial.
- E. HR Review name, Executive Director's signature, date of approval/denial.
- F. AVP for Finance and Compliance name, signature, date of approval/denial.