

Mission Critical Hiring Email

To assist in the mission critical hiring process, please cut and paste the following template to your email:

I am requesting permission to initiate the hiring process for (department or office) to fill (position # and position title). (Justification for hire). Please advise whether or not you approve of this position by 'replying all' to this email.

Thank you,

*As a reminder, the final approval must come from the Dean / VP (PEC member).