

## Request to Fill a Staff/Administrative Staff/Faculty Vacancy Approval Form

Instructions for completing & routing this form:

1. HIRING DEPARTMENT completes section A and forwards to the Vice President/Dean.
2. VICE PRESIDENT/DEAN completes section B and forwards to Vice President for Business & Finance.
3. VICE PRESIDENT FOR BUSINESS AND FINANCE completes section C and forwards to the President.
4. PRESIDENT completes section D and forwards to Human Resources.
5. HUMAN RESOURCES complete section E and forwards a copy of the fully approved Request, and emails the "Employee Hiring Guidelines" to the hiring department. (Human Resources will place the ad at this time.)
6. HIRING DEPARTMENT immediately after filling the position completes "Newly Hired" form and forwards to Human Resources.

Date: \_\_\_\_\_

### SECTION A - HIRING DEPARTMENT

Department Name: \_\_\_\_\_

Budget where position will be charged: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Type: \_\_\_\_\_

Part Time Positions/Est. Hours Worked Per Week:

*\*\* (hours est. for adjunct faculty = 2.25 hours per week for each hour of classroom time + 2 hours per week for each additional hours of required work outside the classroom, if applicable)*

### Budgeted Funds – (Contact Human Resources for help if needed)

A. Complete if Vacancy is for an Existing Position:

Salary Information: \_\_\_\_\_ Annualized Salary (Regular Position): \_\_\_\_\_

Resignation Received in HR: \_\_\_\_\_

PIN #: \_\_\_\_\_

Initials: \_\_\_\_\_

B. Complete if Vacancy is for a New Position:

Position Rationale: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Date of Vacancy: \_\_\_\_\_

### Salary Information

Annualized Salary (Regular Position): \_\_\_\_\_ Hourly Rate (Contingent Position): \_\_\_\_\_ Salary Range (if applicable): \_\_\_\_\_

Additional Detail: (For faculty positions indicate if this is this a temporary appointment, sabbatical replacement, or tenure-track appointment? / Which Departmental line will be used?)

In order to process this form, the following **MUST** be attached:

- **Advertisement (template which is to be used for all ads is located at n:/human resources.)**
- **name of publication/Vendor**
- **URL of vendor(s)**
- **an updated position description signed by the department head/supervisor**

**(Please e-mail the ad and position description to Human Resources to make changes as needed.)**

Advertisement will appear in: **(check all that apply)** [All ads will appear on our Web page]

Email

So. MD Online

Washington Post Online

Chronicle of Higher  
Education Online

Others (include cost and URL):

Individual to contact regarding advertisement: \_\_\_\_\_

Ext: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Search Committee Manager/Members:

## **SECTION B - SENIOR ADMINISTRATOR REVIEW**

Comments:

**Criminal Background Check:** Attach completed criminal background check worksheet. The worksheet can be found at the end of this document.

Vice President/Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION C – VICE PRESIDENT FOR BUSINESS AND FINANCE REVIEW**

Vice President for Business and Finance Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION D – PRESIDENT REVIEW**

President Approval (not required for contractual employees): \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION E – HUMAN RESOURCES REVIEW**

Human Resources Approval: \_\_\_\_\_

Date: \_\_\_\_\_

HR Comments:

**HUMAN RESOURCES USE ONLY**

Copy to Dept. Head

Date: \_\_\_\_\_

By: \_\_\_\_\_

Revised 11/14/25

H:\Vacancy Form 2025.docx

**CRIMINAL BACKGROUND CHECK WORKSHEET  
FOR DOCUMENTING THE SENSITIVE DESIGNATION OF A POSITION**

St. Mary's College of Maryland requires a criminal background check whenever an individual is a) newly hired or b) when an existing employee is transferred or promoted to the extent that the sensitivity of the new position is significantly different than the sensitivity of the existing position. All staff and faculty positions are understood to involve, at some level, the care, safety and security of people and property and as such, all positions are considered sensitive.

This form is to be completed to identify the characteristics of specific positions to be used as the criteria for evaluating suitability to hire in the event that an individual offered employment, or an existing employee changing positions, have a criminal conviction(s). Please check all boxes that apply and provide justifying comments. You can use the last bullet to incorporate a justification or criterion that is not included in the list. When the form is complete, please sign and date the form and submit the original copy to the Vice President for Business and Finance or to the Dean of Faculty for their signature. Please retain a copy in the departmental file on recruitment. The policy is located at: [http://www.smcm.edu/hr/wp-content/uploads/sites/43/2014/12/cbc\\_policy.pdf](http://www.smcm.edu/hr/wp-content/uploads/sites/43/2014/12/cbc_policy.pdf)

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Sensitive Characteristics:**

Care, safety and security of people and property.

All staff and faculty positions are understood to involve, at some level, the care, safety and security of people and property.

Senior management of the campus (positions that are at a director level or above).

Positions requiring a high degree of integrity with public confidence in the individual occupying the position.

Direct access to or control over financial resources in excess of \$5,000.

Signature authority to commit financial resources of the College through contracts in excess of \$5,000.

Control over campus-wide or departmental business processes, either through functional roles or systems security access (includes network administrators, system programmers, HRIS and Payroll functions).

Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft.

Possession of building master or sub-master key access to any residence facility that includes access to private living areas.

Other sensitive concerns.

Once you've completed and saved this form, please email your document to: [hr@smcm.edu](mailto:hr@smcm.edu)

Signature Department Representative

Department

Phone

Signature of Vice President for Business and Finance, OR the Dean of Faculty

Date