

## Hiring Approval for Regular and Temporary Positions

<b>Responsible Cost Center:</b>		
<b>Hiring Department:</b>		
<b>Position Number or New:</b>		
<b>Position Title:</b>		
<b>Employee Group (Regular or Temporary) Temp is 12 months or less:</b>		
Regular	Temporary	
<b>Supervisor's name:</b>		
<b>List all salary funding sources: (all cost centers and/or WBS elements and percentages for that funding source)</b>		
<b>Estimated Salary Range:</b>		
<b>Note: This range is subject to change after position description is reviewed by HR Compensation.</b>		
<b>Brief explanation of the Role:</b>		

Please send completed form electronically to the hiring HR partner for the responsible account. Unit HR partners will route for approvals and the submitting individual will receive confirmation of approval. All requests sent to the Unit HR partner should already be approved by department head/director.

AgResearch E11's - Whitney Fair - [wfair@utk.edu](mailto:wfair@utk.edu)

Extension E12's - Deb Welch - [debwelch@utk.edu](mailto:debwelch@utk.edu)

Herbert College E0111's - Amy Stover - [amstover@utk.edu](mailto:amstover@utk.edu)

Veterinary Hospital E18's - Jennifer Daniels - [jmaples4@utk.edu](mailto:jmaples4@utk.edu)

**Dean/s or designee approval:**

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**Budget Director/s approval:**

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