IDAHO STATE UNIVERSITY
OFFICE OF EQUITY AND INCLUSION

Request for Emergency Hire

Emergency hires are short-term, stop gap hires that are granted to allow a department time to fill the position through the normal search process. If a good faith effort to fill the position through the normal search process is undertaken and fails to produce a permanent hire, an emergency hire can be extended for another 12 months subject to Office of Equity and Inclusion approvals.

- PCN # _______________ - (required)             DATE____________________
- Attach Position Description Form (required)

DEPARTMENT: ______________________ POSITION: _______________________

SALARY: _______________________

We request permission to find a TEMPORARY, ONE YEAR replacement for:

_______________________________________________

Reason for departure: ____________________________________________

RATIONALE FOR EMERGENCY HIRE:

_______________________________________________

_______________________________________________

_______________________________________________

_______________________________________________

NAME OF REPLACEMENT: _______________________________

- QUALIFICATIONS: Attach separate document (resume or curriculum vitae) required

REQUIRED SIGNATURES

_______________________________________________ DATE: _________________
Chairperson/Department Head

( ) APPROVE __________________________________ DATE: __________________

( ) DISAPPROVE University Business Officer
( ) APPROVE ___________________________________ DATE: ____________________
( ) DISAPPROVE Dean/Director/Department Head

( ) APPROVE ___________________________________ DATE: ____________________
( ) DISAPPROVE Provost (for Academic Affairs)/Vice President (Non Academic Affairs)

( ) APPROVE ___________________________________ DATE: ____________________
( ) DISAPPROVE ___________________________________ DATE: ____________________

Equity and Inclusion

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