

Subject: Important Change for Position Requests – UT Tyler Academic Positions

Human Resources is pleased to announce a streamlined approach for requesting authorization to recruit for a vacant position or establish a new position.

Approval from Executive Leadership will be obtained within the Hiring Authorization request. The Position Review Committee has been dissolved.

The new request form (Hiring Authorization Request Form – Academic) is now available within DocuSign.

To obtain the required approvals, the form must include the following:

- Department Budget Authority/Director
- Dean (Schools or Colleges), Executive Director/AVP/VP (Administrative Areas).
- Executive Level Approver.
 - Provost - Departments reporting up to Academic Affairs.
 - Sr. Vice President or Vice President of Academic Operations

Please contact Human Resources at humanresources@uttyler.edu for any questions or assistance.