

Tracking #

**University of Massachusetts Dartmouth**  
**Approval Form – Temporary Hires on an Emergency basis**

**Name of Employee** \_\_\_\_\_ **Department** \_\_\_\_\_

**Assignment Title:** \_\_\_\_\_

**Dates services to be performed: From** \_\_\_\_\_ **To** \_\_\_\_\_

Detailed Explanation of Emergency Situation (use an additional sheet if necessary):

Salary Requested: \_\_\_\_\_

Number of Hours per week \* \_\_\_\_\_ HR Account Code (Speed Type) \_\_\_\_\_

Detailed Description of Work to be Performed:

How was the candidate selected for hire?

How is the Employee qualified to perform these duties? [attach resume' or C.V./and or copy of grant]

Does this work fall within the scope of another employee's current responsibilities?  Yes  No

If yes, what is the reason they are not being performed by that employee?

What is the impact on the University if these services are not performed?

Will a search be conducted to fill this position on a permanent basis? If yes, when?

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Funding Department (if Different from Supervisor)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean/Director/Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assistant Chancellor for Equal Opportunity** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director HR** \_\_\_\_\_ **Date** \_\_\_\_\_