Strategic Hiring Committee (SHC) Position Request

Beginning November 1, 2026, position approvals will now follow the Strategic Hiring Committee process.

All new and replacement position requests, whether budgeted or unbudgeted, will require supporting data, appropriate VP approval and a university-level review before the recruitment can begin.

The process will also accommodate unique or emergency situations where time is a major factor. Cabinet members will work with their respective divisions to make sure requests are reviewed and resolved quickly.

You can access information about the process and the form by going to https://www.marshall.edu/human-resources/strategic-hiring-committee/ or the HR Forms page.

Form Instructions

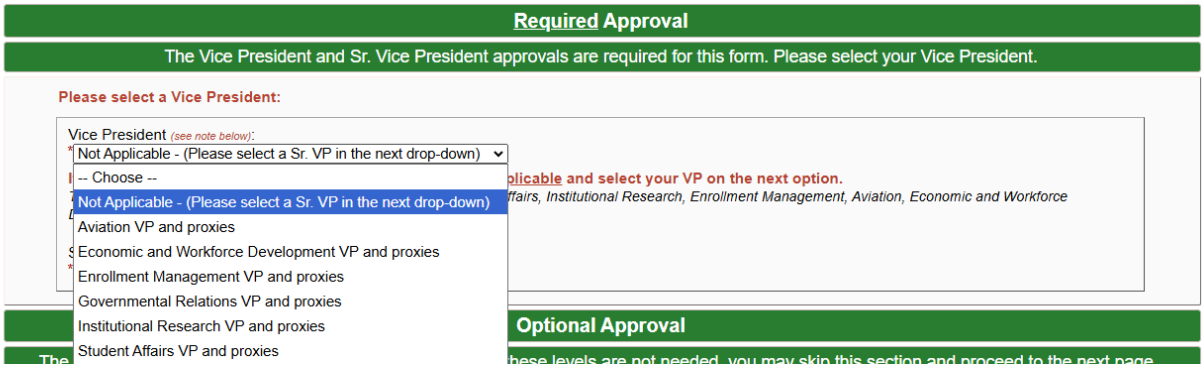
Section 1 - Routing

The first section is the required approvals. It will function like the PAR process. For this form, the only required approval(s) is the VP level.

Vice President or Sr. Vice President Roles:

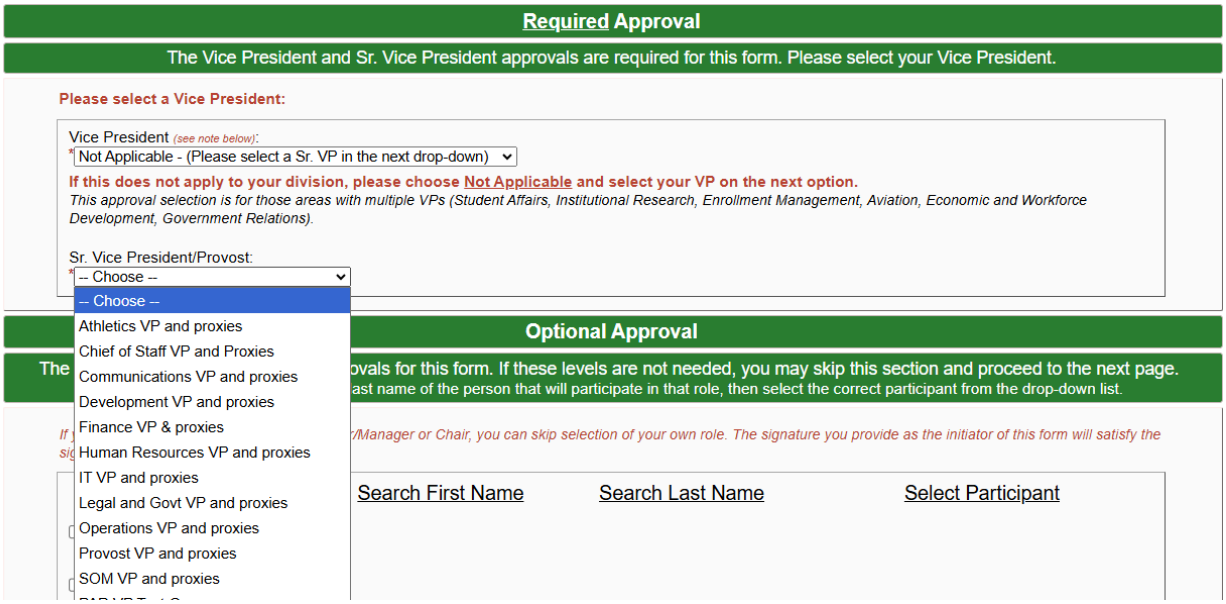
- Certain Departments will require both a Vice President and a Senior Vice President to approve this form. Other Departments only require a Sr. Vice President's approval.
- Departments that require both a Vice President and Sr. Vice President approval include:
    - Aviation
    - Economic & Workforce Development
    - Enrollment Management
    - Governmental Relations
    - Institutional Research
    - Student Affairs

For employees in the departments listed above, departments should select the appropriate Vice President from the Vice President drop-down list. The form will automatically route to the appropriate Sr. Vice President based on the selection of the Vice President.



*All other Departments should select "**Not Applicable**" in the **Vice President** drop-down list.

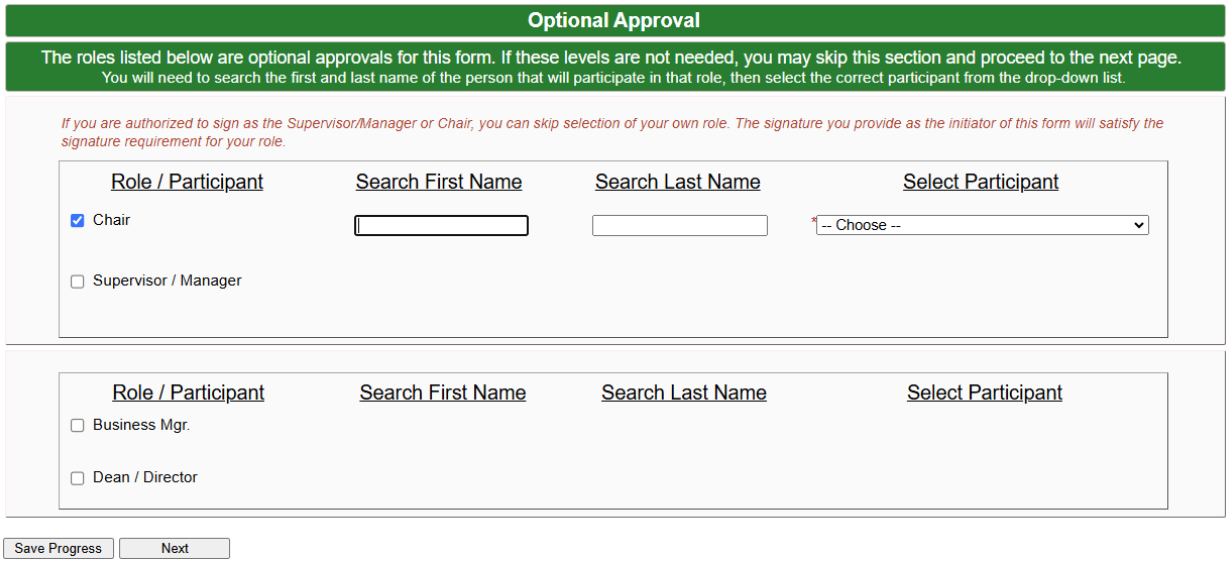
Once "**Not Applicable**" has been selected, select the appropriate **Sr. Vice President** from the Sr. Vice President/Provost drop-down list.



Next are the **Optional** Approvals.

For each **OPTIONAL** role, please enter the First and Last Name of the person who will participate in that role, then select the current participant from the drop-down list that will populate after you enter the name. The First and Last Name fields are not case-sensitive.

Click **Next** to continue to the next page.

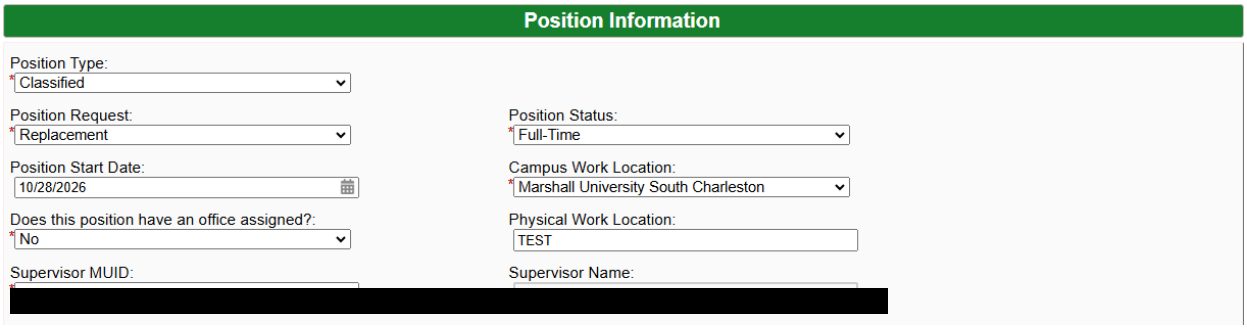


Section 2 – Requesting Department



In this section, you will enter the Division or College if you are in an academic area. If not, you will just enter your department name.

Section 3 – Position Information



This portion of the form is where you will select the specific information about your position and determine how the form will function.

- **Position Type**
  - Faculty

    - Classified
    - Non-Classified

If your position type is Faculty, you will have an additional box to answer for Type of Faculty.

- **Type of Faculty**
    - Academic Affairs
    - Athletics
    - School of Medicine

Next will be the Position Request.

- **Position Request**
    - New Position (Brand new number that has not been established)
    - Replacement (You are simply refilling a current position)
    - Reactivation/Archived Position (A position that has not been used in some time)

You will then determine the status of your position.

- **Position Status**
    - Full-Time
    - Part-Time

Next you will select the **Start Date** of your position. This may be subject to change. Next you will select the **Campus Work Location**.

- Campus Work Locations
    - Huntington Tri-State Airport
    - Marshall University
    - Marshall University Foundation
    - Marshall University South Charleston
    - Marshall University School of Medicine
    - Marshall University School of Pharmacy
    - Mid-Ohio Valley Center
    - Off-Campus
    - Online
    - Yeager International Airport

Based on the answer to the Campus Work Location, you will have additional questions to answer. **"Does this position have an office assigned?" And "Physical Work Location"** Physical work location could be Smith Hall or Old Main 310.

You will now enter the MUID of the supervisor for this position. Once you enter the MUID, the name will default in.

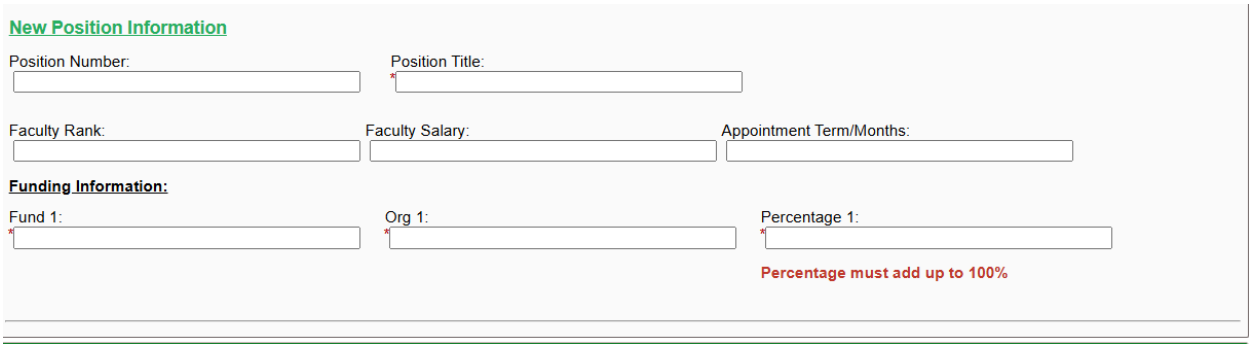
Based on the answer you gave for the "Position Request" question, will determine which position box will open. The information displayed will also determine if you have a faculty or staff position.

New Position

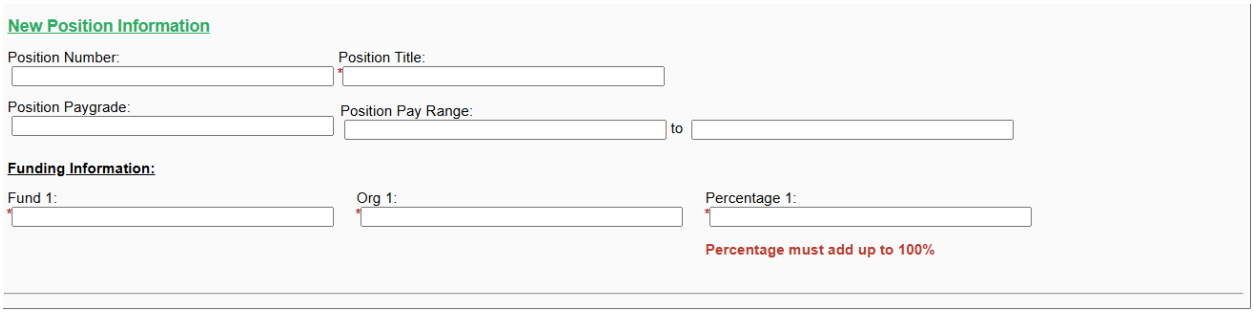
For new position, the information will not default due to not having an established position number in Banner. You will need to enter all the information in this section. If you do not know the information, you can simply enter TBA.

For the funding information, you will need to enter the Fund/Org/Percentage info. This does not default.

- **Faculty**



- **Staff**

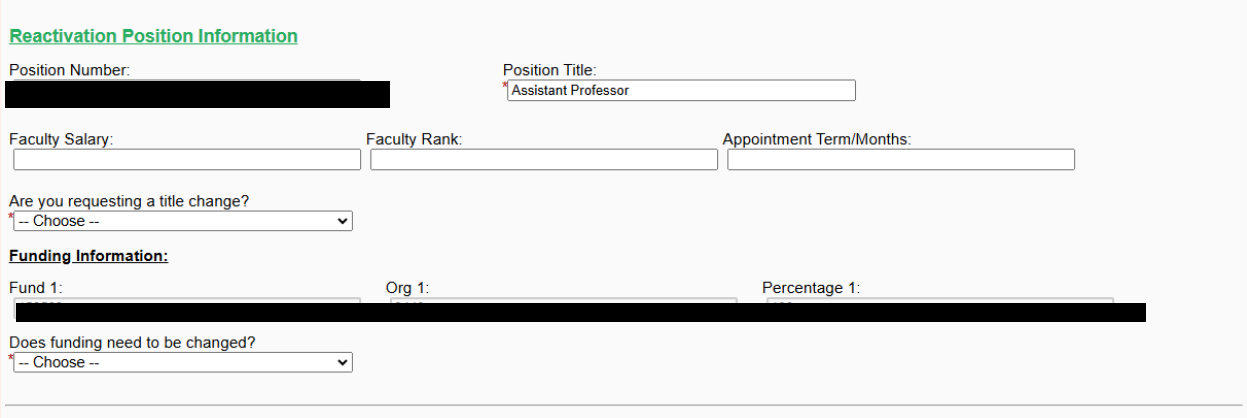


Reactivation/Archived Position

If you selected "Reactivation/Archived Position "most of the information will default based on the position number you enter.

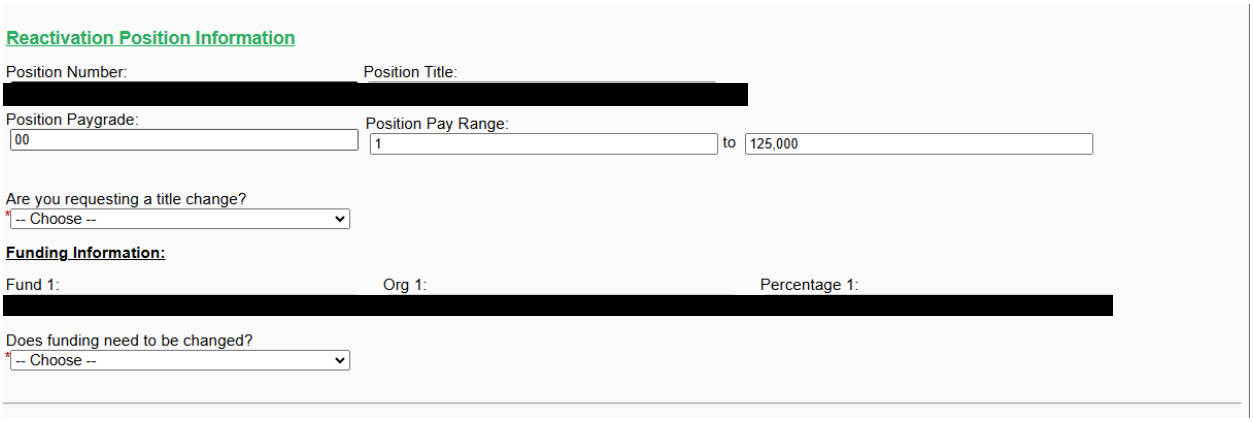
- **Faculty**

For faculty, you will enter position number, rank, appointment/Term, If you are requesting a title change



[redacted]

- **Staff**



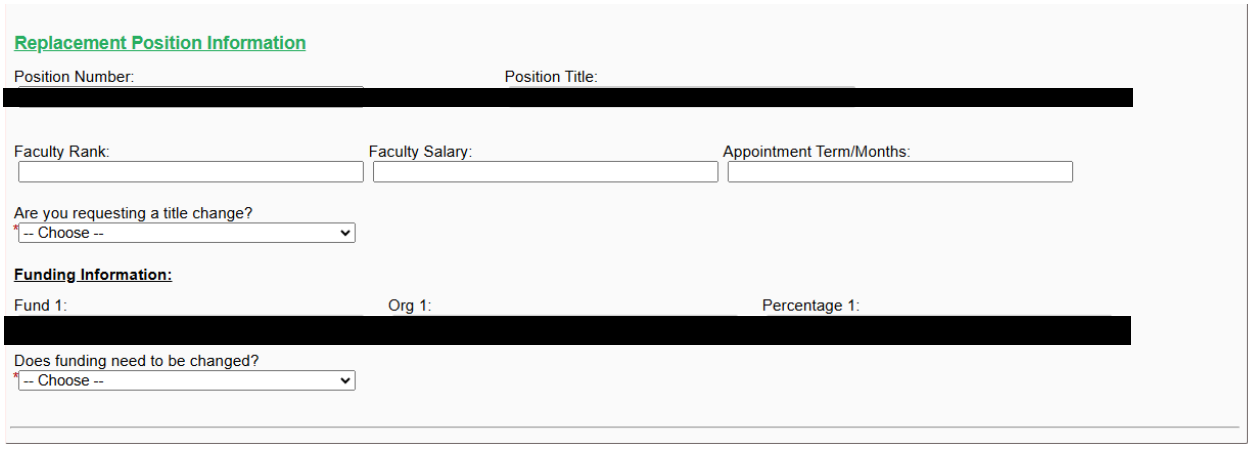
For the funding information will default based on the position number. If your funding needs to be changed, you can select **Yes** to the **Change Funding** question**.** One thing to remember when changing the funding, the percentage **must equal 100%**

Replacement Position

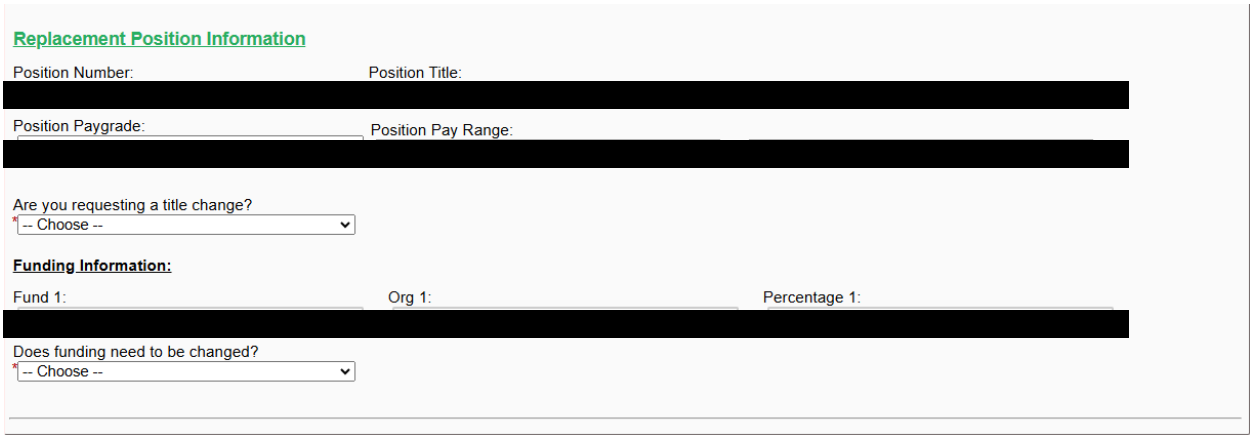
If you selected “Replacement Position” most of the information will default based on the position number you enter.

- **Faculty**

For faculty, you will enter position number, rank, appointment/Term, If you are requesting a title change



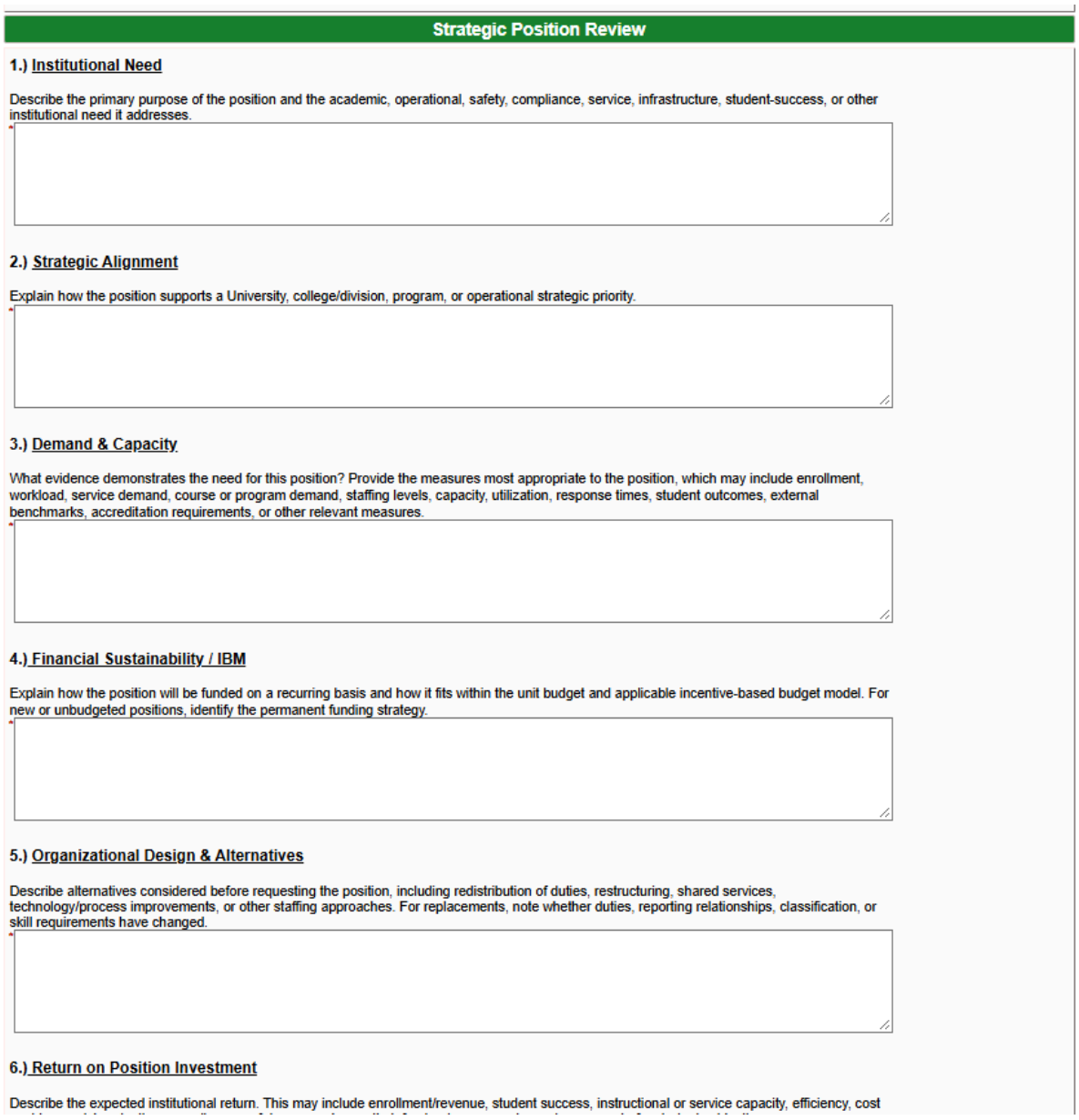
- **Staff**



For the funding information, you will need to answer the Budget Status, Funding Sustainability. The other information will default. If your funding needs to be changed, you can select **Yes** to the **Change Funding** question**.** One thing to remember when changing the funding, the percentage **must equal 100%**

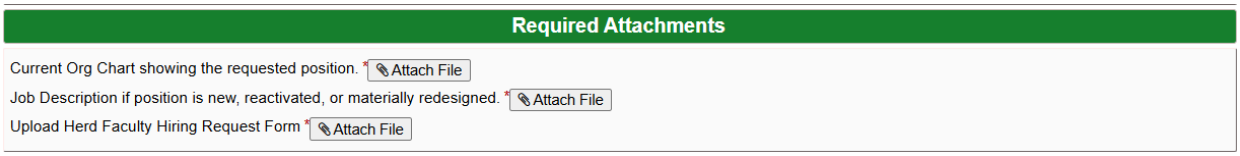
Section 4 – Strategic Position Review

In this section, departments will answer the seven questions to justify the needs for the position. Faculty positions in Academic Affairs will not have these questions as an option; instead, you will upload the **Herd Faculty Hiring Request Form** in the Required Attachement Section.



Section 5 – Required Attachments

All positions will be required to upload a **Current Org Chart** and **Job Description**. Faculty positions in Academic Affairs will have an additional requirement of the **Herd Faculty Hiring Request Form.**



Section 6 – Signatures

You will now sign off and submit the form as the initiator. Depending on the approvals you selected, you will see additional signature boxes. The boxes that will not change will be signatures from the following areas:

- VP
- Human Resources
- Budget
- Institutional Research
- Strategic Hiring Committee

Once the form has gone through the entire approval/review process, you will receive notification whether your position has been approved/disapproved.

- If your position has been approved, you will then continue to the PeopleAdmin process for position management and posting.
- If your position has been disapproved and you have questions, please contact your Vice President's office.

