



LOYOLA UNIVERSITY MARYLAND

— 1862 —

**Criteria to Fill New or Vacant Position**

**Date:**

**Position Title:**

**Division:**

**Hiring Manager:**

**Incumbent Name:**

**New/Vacant/Promotion:**

**Position Salary Range:**

---

**Please provide a brief description of the position.**

**Does this position impact revenue? If yes, explain how.**

**Does this position impact safety? If yes, explain how.**

**Does this position impact accreditation? If yes, explain how.**

**Does this position impact Loyola's competitive advantage? If yes, explain how.**

**Describe the impact of delaying the filling of this position.**

**Describe the impact of not filling the position.**

**If this position was not filled, would it require the hiring of a temporary employee[s]?**

**If this position was not filled, would it cause the expenditure of overtime? If yes, estimate how many hours of overtime a week would likely be expended?**