**Checklist of information to include in your SAF to assist with approval**

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Is the vacancy a permanent, fixed term, a replacement or new role? |   |
| Please disclose if the vacancy is a maternity leave or long-term sickness cover? |   |
| Is the vacancy to cover a secondment? |   |
| Is it an extension to a fixed term contract? |   |
| Is it an increase in hours on a current contract? |   |
| Is it a new or an extension of payment of acting up responsibilities?  |   |
| Is it a casual engagement? |   |

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| --- | --- |
| **Action** | **Completed** |
| Why is the resource required? |   |
| What is the impact to the university if this is not filled? Why is this essential? |   |
| How does the role fit with the department and wider university strategy |   |
| What is the timeframe for having someone in said position? |   |
| What alternatives have been considered? |   |

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| --- | --- |
| **Action** | **Completed** |
| The budget implications of recruiting this role on the current and future years |   |
| Folder code to be used |   |
| Is the role externally funded? |   |
| What is the business case to justify the requirement for the role? |   |
| Any other financial and people implications of recruiting this role? |   |