**FAS Critical Position Review Cover Sheet**

**Division: Administrative Dean:**

**Submission Date:**

**Administrative deans should bundle their Critical Position Review Forms and submit to** [**CPR@fas.harvard.edu**](mailto:CPR@fas.harvard.edu) **with this cover sheet, which gives a high level view of the departments making requests, the number of requests, and the approximate costs of the requests. Additional rows can be added to any section as needed.**

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|  | **Department(s)**  **Making the Request(s)** | **# of Request(s)** | **Cost of Request(s) (Salary & Fringe where appropriate)** | **% and Dollar Amount of Subvention Funding** |
| 1. **Request Classification or Reclassification Review** |  |  |  |  |
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| 1. **Create, Classify, and Post a New Term Position** |  |  |  |  |
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| 1. **Extend a Term Appointment** |  |  |  |  |
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| 1. **Post a New Requisition** |  |  |  |  |
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| 1. **Continue to Recruit for Existing Posted Requisition** |  |  |  |  |
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| 1. **Make an Offer for a Posted Requisition** |  |  |  |  |
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| 1. **Hire a LHT** |  |  |  |  |
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| **TOTAL** |  |  |  |  |