

Position Request Form

Requestor: _____

Divisional VP Signature: _____

I. POSITION TYPE

Check box if this is a critical Health or Safety position ☐

- ☐ New Position
- ☐ Promotion
- ☐ Current Position/Salary Adjustment
- ☐ Replacement/Vacant Position
- ☐ Stipend

Current Employee: [Click or tap here to enter text.](#)

Previous Employee: [Click or tap here to enter text.](#)

Vacated on: [Click or tap here to enter text.](#)

Replacement Position # [Click or tap here to enter text.](#)

Administrative: ☐ Full-time ☐ Part-time ☐ Temporary

Faculty: ☐ Tenure Track

Staff: ☐ Full-time ☐ Part-time ☐ Temporary

☐ Full Time Non-Tenure Track

II. GENERAL INFORMATION

Title: [Click or tap here to enter text.](#)

FTE: [Click or tap here to enter text.](#)

Division: [Click or tap here to enter text.](#)

Department: [Click or tap here to enter text.](#)

Position Projected Start Date: [Click or tap here to enter text.](#)

III. JUSTIFICATION (Attach additional documentation as needed)

List the primary areas of responsibility for this position/salary adjustment/stipend and the critical job functions to be completed by this position/salary adjustment/stipend.

[Click or tap here to enter text.](#)

Explain why the position is essential and must be filled (or salary adjusted/stipend provided) during the current fiscal year? If applicable, explain why realignment of existing staff duties within the planning unit is not sufficient.

[Click or tap here to enter text.](#)

What is the impact to the university if this position/salary adjustment/stipend is not filled/adjusted/provided or is not filled until a later date (or salary adjusted/stipend provided)?

[Click or tap here to enter text.](#)

IV. FUNDING

Current Position Salary: [Click or tap here to enter text.](#) Salary Basis: ☐ 12mo ☐ 10mo ☐ 9mo ☐ Hourly

Anticipated Position Salary: [Click or tap here to enter text.](#) ☐ Temporary Dates: [Click or tap here to enter text.](#)

Additional Operational Funding: [Click or tap here to enter text.](#) ☐ Temporary Dates: [Click or tap here to enter text.](#)

Stipend Amount: [Click or tap here to enter text.](#) Stipend Start & End Date: [Click or tap here to enter text.](#)

Source of Funding: [Click or tap here to enter text.](#)

Fund Type (payroll, grant funded): [Click or tap here to enter text.](#)

Additional Funding Comments: [Click or tap here to enter text.](#)

V. EXECUTIVE APPROVAL

☐ Hire approved now ☐ Defer until _____ ☐ Not Approved ~ ☐ Stipend Approved ☐ Salary Adjustment Approved

Staff/Admin Positions: signatures are required

Academic Positions: signatures are required

EVP/CFO

Date

Dean

Date

VP of Human Resources

Date

Provost

Date

President

Date

Executive Comments: [Click or tap here to enter text.](#)

Revised 06/23/2026

NEXT STEPS:

After receiving an approved Position Request Form (PRF) with all required signatures, please log into Interview Exchange and submit a Personnel Action Form (PAF). A PAF is required for new positions, replacement positions, stipends, and salary adjustments. If you have any questions about completing this step, please contact Human Resources at humanresources@rwu.edu.