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| Requestor: Click or tap here to enter text.  | Position Request Form |

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| **I. POSITION TYPE** [ ]  New Position. [ ]  Current Position/Salary Adj. ***(Complete III & IV only)***[ ] Replacement/Vacant PositionReplacement Position #**Click or tap here to enter text.**Faculty: [ ]  Tenure Track [ ]  Full Time Non-Tenure Track | Check box if this is a critical Health or Safety position [ ] Previous Employee: **Click or tap here to enter text.**Vacated on: **Click or tap here to enter text.**Administrative: [ ]  Full-time [ ]  Part-time [ ]  Temporary Staff: [ ]  Full-time [ ]  Part-time [ ]  Temporary |

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| **II. GENERAL INFORMATION** Title: Division: Click or tap here to enter text.Department: Click or tap here to enter text.Projected Start Date: Click or tap here to enter text.  | FTE: **Click or tap here to enter text.** |

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| **III. JUSTIFICATION (Attach additional documentation as needed)** |
| **List the primary areas of responsibility for this position and the critical job functions to be completed by this position.**Click or tap here to enter text.**Explain why the position is essential and must be filled (or salary adjusted) 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 is not filled or is not filled until a later date (or salary adjusted)?** Click or tap here to enter text. |

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source of Funding: Fund Type:  |
| Additional Funding Comments: Click or tap here to enter text. |

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| **V. EXECUTIVE APPROVAL** [ ]  Hire approved now [ ]  Defer until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Not Approved |
| **Staff/Admin Positions: signatures are required** |  | **Academic Positions: signatures are required** |
|  |  |  |
| EVP/CFO Date |  | Dean Date |
|  |  |  |
| Chief of Staff Date |  | Provost Date |
| AVP of Human Resources Date |  | President Date |

Executive Comments: **Click or tap here to enter text.**

Revised 09/26/2024