

## **Position Request Form**

Requestor:					
I. POSITION TYPE	Check box if this is a critical Health or Safety position □				
<ul> <li>□ New Position:</li> <li>□ Current Position/Salary Adj. (Complete III &amp; IV only)</li> </ul>	Previous Employee:				
☐ Replacement/Vacant Position Replacement Position:	Vacated on:				
Faculty: ☐ Tenure Track ☐ Full Time Non-Tenure Track	Administrative: Staff:	☐ Full-time ☐ Full-time	☐ Part-time ☐ Part-time	☐ Temporary ☐ Temporary	
II. GENERAL INFORMATION					
Title:		FTE:			
Division:	TIL.				
Department:	Projected Start Date:				
III HISTIEICATION (Attack additional documentation	Com on monded)				
III. JUSTIFICATION (Attach additional documentation)	ion as needed)				
List the primary areas of responsibility for this position and the critical job functions to be completed by this position.					
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.  What is the impact to the university if this position is not filled or is not filled until a later date (or salary adjusted)?					
IV. FUNDING					
Current Position Salary:	Salary Basi	is: □12mo [	□10mo □ 9i	mo 🗆 Hourly	
Anticipated Position Salary:					
	☐ Temporary Dates:				
Source of Funding – Fund Type:					
Additional Funding Comments:					
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:	