

## Position Request Form

Faculty  Staff  Date: \_\_\_\_\_

(Complete for all Positions and attach to the Position Justification Form.)

**POSITION INFORMATION**

Date Needed: \_\_\_\_\_ Submitted by: \_\_\_\_\_

College/Division: \_\_\_\_\_ Department/Program/Area: \_\_\_\_\_  
(Include Department #)Position Title: \_\_\_\_\_ Position Reports To: \_\_\_\_\_  
(Time/Absence Approver)New Position  Replacement Position  Who replacing: \_\_\_\_\_ Reclassification Full Time  Part Time  for 9 mo.  10 mo.  11 mo.  12 mo.  Emergency / Temporary Director Level Exempt  Non-Exempt **Staff:** Typical work schedule or length of assignment \_\_\_\_\_

Hours per week: \_\_\_\_\_

*\*\*Attach Job Description\*\****Faculty:** If approved, is there a national meeting where recruitment will take place? Y  or N 

If YES, what is the approximate date of the meeting? \_\_\_\_\_

Tenure Track  Non-Tenure Track  If non-tenure, select term of request: 1 yr.  Permanent line **BUDGET INFORMATION**

Budget year for request: \_\_\_\_\_ Salary of previous employee (if a replacement position): \_\_\_\_\_

Salary available in budget: \$ \_\_\_\_\_ Salary range (w/o fringes): \$ \_\_\_\_\_

Additional funds: are requested from the University  College/Division will provide funds  Provost will provide funds 

Amount requested: \$ \_\_\_\_\_

If additional funds will be provided by the College/Division, identify the funding source (must be permanent).

Source	Amount	Source	Amount
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Special considerations (furniture or equipment needs, computer, startup funds, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Amount and funding source:

<p>Submitted by: _____</p> <p>Title: _____</p> <p>Budget Manager: _____ Dean, Director, Manager, Associate Provost</p> <p>Division: _____ Provost, Vice President</p>	<p><b>Position Review Committee</b></p> <p>Human Resources: _____</p> <p>Provost: _____</p> <p>Vice Pres. of Finance: _____</p> <p><input type="checkbox"/> Approved w/ funding      <input type="checkbox"/> Approved w/o funding</p> <p><input type="checkbox"/> Not Approved</p>
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