Position Request Form

Faculty ☐ 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 ☐

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).

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

________________________________________________________________________

Amount and funding source:

________________________________________________________________________

Submitted by: ________________________________

Title: ________________________________

Budget Manager: ☐ Dean, Director, Manager, Associate Provost

Division: ☐ Provost, Vice President

Position Review Committee

Human Resources: ________________________________

Provost: ________________________________

Vice Pres. of Finance: ________________________________

☐ Approved w/ funding ☐ Approved w/o funding

☐ Not Approved