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|  | | | | | **POSITION REQUEST** | | | | | | | | | Image result for Document VectorPre-Search #1 of #6 | | | | | |
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|  | | | | | | | | | | | | | | | | | | | |
| **Purpose of the Form:** Obtain permission from Dean/Chair/Unit Head and Vice Chancellor(s) and Chancellor to hire for this position. Provide documentation to justify the hiring request.  **What You Will Need:** Position Description and basic position information including a position description and organization chart. *Forms sent without a position description and organization chart will not be accepted.* | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **EMPLOYEE CLASS** | | | University Staff  Academic Staff  Faculty  Limited | | | | | | | | **NEW/REPLACEMENT?** | | | | | | | Choose an item. | |
| **IF NEW** | | | | | | | | | | | | | | | | | | | |
| Where did these duties/responsibilities come from? Was this work performed before? Are there similar positions on campus? Where is the budget/revenue coming from to fund this position? | | | | | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | |
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| **IF REPLACEMENT** | | | | | | | | | | | | | | | | | | | |
| Previous FTE | | X.XX | Previous Annualized Salary | | | $XX,XXX.XX | | | Prior Incumbent | Click or tap here to enter name. | | | | | Previous Funding Source | | | | XXX-X-XXXXXX |
|  | | | | | | | | | | | | | | | | | | | |
| **ALL POSITIONS** | | | | | | | | | | | | | | | | | | | |
| Proposed FTE | | X.XX | Proposed Annualized Salary | | | | $XX,XXX.XX | | | | | Proposed Funding Source | | | | | XXX-X-XXXXXX | | |
| Title Code | | XXXXX | Division/Dept/Unit | | | | Click or tap here to enter text. | | | | | Requested Start Date | | | | | MM/DD/YYYY | | |
| Justification  *Specifically address how this position is mission-critical to your division and to campus as a whole. Only mission-critical positions will be filled. How does this position impact recruitment and retention of students?* | | | | | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | |
| What is the risk to the university if this position is not filled? | | | | | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | |
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| **APPROVED, Department Chair/Associate Dean/Unit Supervisor DATE** | | | | | | | | | | | | | | | | | | | |
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| **APPROVED, Dean/Director DATE** | | | | | | | | | | | | | | | | | | | |
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| **APPROVED, Vice Chancellor/Assistant Chancellor (INCLUDING initials from VC meeting) DATE** | | | | | | | | | | | | | | | | | | | |
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| **APROVED, Chancellor DATE** | | | | | | | | | | | | | | | | | | | |
| **FOR HUMAN RESOURCES ONLY** | | | | | | | | | | | | | | | | | | | |
| HR |  | | | Est. Title Code & Salary | | | |  | | | | | Budget | | |  | | | |