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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.* |
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| **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. |
|  |
| **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 |  |