

Position Approval Request Form

Directions: This Position Approval Request Form, along with a job description and position announcement/advertisement must be submitted through appropriate channels for approval by the appropriate vice president(s) prior to proceeding with the employment process. Once approved, a copy of this form with attachments should be sent to the Department of Human Resources Management. If the vacancy is to be advertised externally, the original purchase requisition should also be attached. Once a candidate is selected, the original Position Approval Request Form, along with the Employment Action Form (HRM-103-A) and attachments must be submitted to the Department of Human Resources Management. In the case of wages employee, these materials should be attached to the labor payroll voucher and submitted directly to the Payroll Department.

Request Initiated by: _____
(Name/Title) Date

(Department and Campus Mail Address) Telephone Number

1. Request to fill/create: new position existing position
 Comments:

2. Position Information: Executive, Administrative, Managerial Faculty Other
 Other Professional (non-faculty) Support Staff

		Tenure Earning	
Division/Department	Rank/Title	Yes	No

3. Employment Terms: 12-mo. Full-Time Regular
 9-mo. Part-Time _____% Temporary _____ Expected end date
 Other _____ Time-Limited _____ Expected end date

4. Expected rate of pay \$ _____ () per hour () per year 5. Anticipated appointment date _____

6. Source of funds: Budgeted – For fiscal year _____
 Unbudgeted
 Wages account

Division/Department	Position No.	Account Title	Account Number

Is this a joint appointment? Yes No

7. Recommended by:

Name	Title	Date
Name	Title	Date
Name	Title	Date

8. Approved by:

Vice President	Date
Vice President	Date