

**Roger Williams University**

**Request for Position Authorization (RPA)**

*\*This position must be completed when requesting or creating new positions or reauthorizing vacant positions.*

*\*Please attach Recruitment Plan*

**All information in Part A must be completed.**

**PART A**

1. Position Title: \_\_\_\_\_

2. Immediate Supervisor of Position: \_\_\_\_\_

a. Will this person be receiving resumes?  Yes  No

If no, indicate name of person receiving resumes: \_\_\_\_\_

3. School/Division: \_\_\_\_\_

a. If necessary, is there office space available?  Yes  No

b. If yes, indicate location: \_\_\_\_\_

c. What are the equipment requirements for this position? (ex: keys, blackberry, computer)

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

4. Type of Change:

Create new position (attach new job description)

Refill vacant position (attach job description)

a. Have any changes been made to the position?  Yes  No

If yes, please explain: \_\_\_\_\_

b. Is a Recruitment Plan attached?  Yes (see attached)  No

If no, please explain: \_\_\_\_\_

5. Name of person and position being replaced: \_\_\_\_\_

a.  On Leave  Transferring to new position  Separated

6. Budget/Salary Information:

a. Salary Range: \_\_\_\_\_  Year  Hour Grade: \_\_\_\_\_

b. Salary base period:  12 months  10 months  9 months  other

c. Is this position funded or otherwise supported by the current budget?  Yes  No

General Ledger Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Is this position supported by a grant or contract?  Yes  No

Funding Source; Dates of Funding (attach documents): \_\_\_\_\_

7. Type of Employment:

a.  Full -Time, # of hours/wk \_\_\_\_\_

Part-Time, # of hours/wk \_\_\_\_\_

b.  12 months  10 months  9 months  Other \_\_\_\_\_

c.  Seasonal (term)  Set schedule  As needed  Regular

d. Is this an aligned position?  Yes  No

If yes, select one:

Dining Services  PSSA  Facilities Management  Public Safety  Faculty (university only)

8.  Exempt (Not eligible for overtime)  Non-exempt (eligible for overtime)

Non-exempt positions only:

a. Shift  Day  Evening  Night  Other

b. Specify Hours Worked: \_\_\_\_\_

**PART B (APPROVALS)**

**Please sign and date:**

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Hiring Manager and Title Date

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Division Senior Vice President/ Vice President /Dean of Law School Date

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Finance Date  
(Certification of existing budget)

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Human Resources Date

*\*New positions with personnel requiring additional budget, new personnel (Director level and above), Tenured & Tenured Track Faculty positions:*

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
President Date

(Includes Presidential authorization where appropriate & in accordance with policy)

Additional Budget Approval: \$\_\_\_\_\_

**PART C (FOR HR USE ONLY)**

Requisition #: \_\_\_\_\_

Classification of Position (for benefits):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Executive          | <input type="checkbox"/> Facilities Union             | <input type="checkbox"/> School of Law Administrator |
| <input type="checkbox"/> Administrator      | <input type="checkbox"/> Faculty Union (non-teaching) | <input type="checkbox"/> School of Law Professional  |
| <input type="checkbox"/> Professional Staff | <input type="checkbox"/> Faculty Union (teaching)     | <input type="checkbox"/> School of Law Faculty       |
| <input type="checkbox"/> Non Union Staff    | <input type="checkbox"/> Dining Services Union        | <input type="checkbox"/> School of Law Staff         |
| <input type="checkbox"/> PSSA Union         | <input type="checkbox"/> Public Safety Union          | <input type="checkbox"/> Other, Specify              |

Classification of Position (salary banding purposes):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Executive                | <input type="checkbox"/> PSSA Union                   | Grade: _____                                      |
| <input type="checkbox"/> Administrative Prof.     | <input type="checkbox"/> Public Safety Union          | <input type="checkbox"/> Faculty Union (teaching) |
| <input type="checkbox"/> Professional             | <input type="checkbox"/> Faculty Union (non-teaching) | <input type="checkbox"/> Facilities Union         |
| <input type="checkbox"/> Special Services/Support |   | <input type="checkbox"/> Dining Services Union    |

EEO APPROVAL: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Date

Recruitment Plan required?  Yes (see attached)  No (explain)