

Requestor: _____

Divisional VP Signature: _____

I. POSITION TYPE

Check box if this is a critical Health or Safety position

- New Position
- Promotion
- Current Position/Salary Adjustment
- Replacement/Vacant Position
- Stipend

Current Employee: [Click or tap here to enter text.](#)
Previous Employee: [Click or tap here to enter text.](#)
Vacated on: [Click or tap here to enter text.](#)

Replacement Position # [Click or tap here to enter text.](#)
Faculty: Tenure Track
 Full Time Non-Tenure Track

Administrative: Full-time Part-time Temporary
Staff: Full-time Part-time Temporary

II. GENERAL INFORMATION

Title: [Click or tap here to enter text.](#)
Division: [Click or tap here to enter text.](#)
Department: [Click or tap here to enter text.](#)
Position Projected Start Date: [Click or tap here to enter text.](#)

FTE: [Click or tap here to enter text.](#)

III. JUSTIFICATION (Attach additional documentation as needed)

List the primary areas of responsibility for this position/salary adjustment/stipend and the critical job functions to be completed by this position/salary adjustment/stipend.

[Click or tap here to enter text.](#)

Explain why the position is essential and must be filled (or salary adjusted/stipend provided) during the current fiscal year? If applicable, explain why realignment of existing staff duties within the planning unit is not sufficient.

[Click or tap here to enter text.](#)

What is the impact to the university if this position/salary adjustment/stipend is not filled/adjusted/provided or is not filled until a later date (or salary adjusted/stipend provided)?

[Click or tap here to enter text.](#)

IV. FUNDING

Current Position Salary: [Click or tap here to enter text.](#) Salary Basis: 12mo 11mo 10mo 9mo
 Hourly

Anticipated Position Salary: [Click or tap here to enter text.](#) Temporary Dates: [Click or tap here to enter text.](#)

Additional Operational Funding: [Click or tap here to enter text.](#) Temporary Dates: [Click or tap here to enter text.](#)

Stipend Amount: [Click or tap here to enter text.](#) Stipend Start & End Date: [Click or tap here to enter text.](#)

Source of Funding: [Click or tap here to enter text.](#)

Fund Type (payroll, grant funded): [Click or tap here to enter text.](#)

Additional Funding Comments: [Click or tap here to enter text.](#)

