



New/Vacant Position Request Form

New Position

Vacant Position

Replacing _____

Proposed Title _____

Faculty

Staff

Wage (other than temp employees)

Proposed salary range or hourly range _____

Funding Source (Cost Center, Designated Gift or Grant, Fund, & Function)	Percentage Allocated

Please attach position description.

Justification for position (why is this position being created or filled, the priority to the institution, etc.)

Required Approvals

Supervisor/Department Head

Date

Human Resources

Date

Budget Office

Date

Vice Chancellor

Date

Chancellor

Date

FOR BUDGET OR HR OFFICE USE ONLY

Amount budgeted for position _____

Comp study salary information _____