



## New/Vacant Position Request Form

New Position

Vacant Position

Replacing \_\_\_\_\_

Is the position changing as a result of the vacancy?  Yes  No

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.)*

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## Required Approvals

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Supervisor/Department Head \_\_\_\_\_ Date \_\_\_\_\_

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

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Budget Office \_\_\_\_\_ Date \_\_\_\_\_

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Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

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Vice Chancellor of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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Chancellor \_\_\_\_\_ Date \_\_\_\_\_

### FOR BUDGET OR HR OFFICE USE ONLY

Amount budgeted for position \_\_\_\_\_

Comp study salary information \_\_\_\_\_