



Office of Human Resources

Position Request Form

Use for a new regular position or to fill an existing vacancy. Department and division approvals are completed first, followed by Budget Office review, Human Resources review, and Vice Chancellor for Human Resources approval. In some instances, Chancellor approval may also be required.

1. REQUEST AND POSITION INFORMATION

Request Type ☐ New Position ☐ Filling Existing Vacancy

Department / Unit		Requesting Supervisor	
Date Submitted		Responsible Vice Chancellor	
Proposed Start Date		Position Number (if existing)	
Proposed Position Title		Former Incumbent (if applicable)	
Reports To		Proposed Hiring Range	
Employee Category	☐ Faculty ☐ University Staff ☐ Wage	Work Status	☐ Full-Time ☐ Part-Time
Appointment	☐ 9 months ☐ 10 months ☐ 12 months ☐ Other: _____		
Position Changed?	☐ Yes ☐ No ☐ N/A - New Position		
What Changed? (if applicable)	☐ Title ☐ Duties ☐ FTE / Hours ☐ Category ☐ Funding ☐ Reporting Line ☐ Other		

2. BUSINESS NEED / JUSTIFICATION

Primary Need	☐ Essential Operations ☐ Enrollment / Service Demand ☐ Compliance / Safety ☐ Strategic Priority ☐ Reorganization ☐ Grant / Restricted Funding ☐ Other: _____		
In Current Strategic Plan?	☐ Yes ☐ No ☐ Unknown	Delay Affects Operations?	☐ Yes ☐ No ☐ Unknown
Attachments	☐ Position Description ☐ Org Chart ☐ Funding Support ☐ Other: _____		

Brief Justification

State the need, priority, and likely operational impact if the request is not approved. A short attachment may be used when needed.

3. PROPOSED FUNDING

In Current Budget?	☐ Yes ☐ No		Recurring Cost?	☐ Yes ☐ No	
Salary Budget Line	☐ Full-Time: _____ (Indicate Which) ☐ Wage ☐ OTPS				
Funding Source / Cost Center	Designated / Gift / Grant	Fund	Function	%	

Funding percentages must total 100%. Budget Office confirms the available amount and total cost on page 2.



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Position Request Form – Reviews and Approvals

Required routing: Department Head → Responsible Vice Chancellor → Budget Office → Human Resources → Vice Chancellor for Human Resources.
Chancellor approval is completed only when enhanced review is required.

4. DEPARTMENT HEAD APPROVAL			
Department Head Signature		Date	
5. RESPONSIBLE VICE CHANCELLOR APPROVAL			
Vice Chancellor Signature		Date	
6. BUDGET OFFICE REVIEW			
Funding Confirmed?	☐ Yes ☐ No	Recurring Funding?	☐ Yes ☐ No
		Time-Limited Funding?	☐ Yes ☐ No
Budgeted Salary / Wage		Estimated Fringe	
Estimated Total Cost		Funding End Date (if applicable)	
Budget Comments / Conditions			
Budget Reviewer Signature		Date	
7. HUMAN RESOURCES REVIEW			
Approved Classification / Title		Approved Hiring Range	
Position Description	☐ Approved ☐ Revision Required		
Recruitment Required?	☐ Yes ☐ No ☐ TBD	Background Check Needed?	☐ Yes ☐ No ☐ TBD
HR Comments / Conditions			
HR Reviewer Signature		Date	
8. VICE CHANCELLOR FOR HUMAN RESOURCES APPROVAL			
Vice Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Requires Enhanced Review		
Enhanced Review Reason (if applicable)	☐ New/Unbudgeted ☐ Material Change/Reorganization ☐ Senior Leadership ☐ New Recurring Funding ☐ Other		
Vice Chancellor for HR Signature		Date	
9. CHANCELLOR APPROVAL – ENHANCED REVIEW			
Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Not Required		
Chancellor Signature (if required)		Date	