

## Directions for Completing a Faculty and Staff Position Requisition

A Position Requisition (a Req as it is sometimes called) provides the means for both academic and administrative departments to initiate and seek levels of approval for filling positions with the exception of students, Graduate Assistants and Adjunct Faculty.

The Position Requisition is divided into three sections.

### Requesting Department

In this section you'll provide the academic or administrative department information requested.

### Position Details

Here you'll provide as much detail about the position you're requesting to fill as possible. If you are reorganizing your area, such as combining positions or taking one position and splitting into two positions, it's important to take three steps.

- 1) In a separate document, outline your business need for the change and how any budget variances for the current or future years will be made up.
- 2) Discuss your plans with your direct manager/vice president so he/she can provide input before you complete this process.
- 3) Talk with Human Resources to update job descriptions, determine the appropriate job title and pay compared to other jobs in your area and throughout the University.

When this work is done, you can then complete the Position Requisition and forward it along the approval process.

### Approvals

Each Position Requisition requires approval and neither recruitment nor advertising will begin until the appropriate leaders have approved the position.

- For all positions in Academic Affairs (both faculty and administrative positions), the appropriate level of review includes the:
  - Division Chair
  - Dean
  - Provost
- For all other positions, the appropriate level of review includes:
  - Department Director
  - Vice President

Once the Provost or the respective area's Vice President approve the request, the Requisition is forwarded to Finance for final review. Upon approval, Position Requisitions will be forwarded to Human Resources for posting, advertising and working with the hiring manager on the overall recruitment or search committee plan.