

## POSITION REQUISITION FORM FOR FACULTY AND STAFF

Today's Date: \_\_\_\_\_

**For Faculty Positions Only**

Division Name: \_\_\_\_\_

Division Number: \_\_\_\_\_

**For Staff Positions Only**

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

**POSITION DETAILS**

- If you are restructuring a position/department or adding a new position, use the space below and attach a separate analysis describing your needs.
- If you propose to exceed your budget in the current or in coming year, outline your plan to cover the difference.
- If you are splitting one position into multiple positions or combining positions, you'll need a new position number for each. Contact Human Resources before completing this information.
- Review the job description to ensure it currently meets your department's needs.

INDICATE IF THE POSITION IS A REPLACEMENT OR NEW       Replacement       New Position

Name of Faculty/Staff Member Being Replaced: \_\_\_\_\_

Last Name	First Name	Last Day Worked
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Incumbents Salary: \_\_\_\_\_ Resignation Letter to HR:     Yes     No

Full-time       Part-time       Temporary       Adjunct (Faculty only)

Expected Hours: \_\_\_\_\_ Schedule: \_\_\_\_\_ # of Months: \_\_\_\_\_  
*(if less than 12)*

Hiring Range: \_\_\_\_\_

Justification for a New Position of Additional Resources *(attach appropriate analysis)*

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**APPROVALS**

1. _____ Director/Academic Director/Division Chair      Date	2. _____ Dean      Date
3. _____ Provost/Vice President      Date	4. _____ VP for Finance and CFO      Date

**HUMAN RESOURCES USE ONLY**

Date all Approvals Received: \_\_\_\_\_    ATS Requisition No: \_\_\_\_\_    Candidate Hired: \_\_\_\_\_  
 Position Number: \_\_\_\_\_    Start Date: \_\_\_\_\_    Salary/Year: \_\_\_\_\_