

## POSITION REQUISITION FORM FOR FACULTY AND STAFF

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

### For Faculty Positions Only

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

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

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

### For Staff Positions Only

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

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

### 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

Incumbents Salary: \_\_\_\_\_ Resignation Letter to HR: ☐ Yes ☐ No

☐ Full-time ☐ Part-time ☐ Temporary ☐ Adjunct (Faculty only) ☐ Exempt ☐ Non-Exempt

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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: \_\_\_\_\_