

Instructions - This form requests approval to fill a position vacancy and must be submitted prior to any recruitment, advertisement, or search activity for all regular budget-approved position vacancies (new or replacement) and temporary hires for approved positions.

Position Information

Position Title _____ Department _____

Filling an EXISTING position Position being Refilled: _____
or Position being Repurposed: _____

Requesting a NEW position BOT Approval received? Yes No

Desired/Expected Start Date _____ Position End Date (for Temporary position) _____

Job Category

Faculty Tenure Track (TT) Executive Administrator / ATSS
 Non-Tenure Track (NTT) Support Staff Public Safety

Employment Status (Check all that apply)

Full-Time Part-Time 12-Month 10-Month 9-Month Hours/Week ____

Approval Requested for

- Request New or Vacant Position be Posted:** This action requests approval for a job search to be conducted for a NEW or OPEN position. **Written rationale is required. Please attach.**
- Request to Waive Search and Appoint Existing Personnel:** This action requests that the job search be waived and appointment of an existing employee be made. **Written rationale is required. Please attach.**
- Request to Fill a Position Temporarily:** This short-term action is to be used to fill a permanent position temporarily due to time constraints or to fill the vacancy until a permanent employee can be hired into the position (attach Request to Hire with Recommended Appointee, if known).

Funding Information

Funding Source (Check all that apply) General Fund Auxiliary Grant Development Foundation

Position will be paid from account(s): _____ % _____ %

Budget Transfer(s) required. **Amount and Sources must be included in written rationale.**

Approvals

Department Director/Chair: _____ Date _____

Dean: _____ Date _____

Division Vice President: _____ Date _____

Budget Review/Verification: _____ Date _____

Human Resources Director: _____ Date _____