

1. Home Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Position Number: \_\_\_\_\_\_\_\_

2. Department Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone : \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Request to Staff:

\_\_\_ New Position \_\_\_\_ Position Change 4. Position \_\_\_\_\_ FTE

\_\_\_ Reclassification/Conversion Months employed/ Year \_\_\_\_\_\_

\_\_\_ Vacant Position *If vacant, provide information regarding*

*person who* *left the position:* 5. Anticipated start date: \_\_\_\_\_\_\_\_

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6. Position Title:

\_\_\_ Tenured/Tenure Track Faculty \_\_\_ Fixed Term Academic/Research/Professional Faculty

\_\_\_ Classified \_\_\_ Academic Wage Appointment or Temporary Academic

\_\_\_ Temporary Staff \_\_\_ Limited Duration

7. Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Justification to continue/create/change position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. Funding Information: Salary Range or Hourly Rate $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Index\* % Salary

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10. If Appropriate, justification for waving recruitment and name of potential appointee:

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11. Approvals:

Department Head/Director/PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASBC F&A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Grant fund requires PI signature, E&G fund requires Department Head or Director Signature

**Send signed original to HR Manager, ASBC, 012 Hovland Hall**