

Position Requisition

(Request to fill vacant Staff Positions)

Department heads should exercise prudent judgment in filling positions, with a focus on only filling positions that support the University's stated mission. A decision to fill a vacant position should take into account alternative considerations, such as the reassignment and restructuring of work and FTE requirement, along with fiscal resources. There is a particular emphasis on cost efficiency within administrative units. (See [Guidelines for Filling Staff and Hourly Positions.](#))

This form is required to fill vacant Staff positions not funded by "sponsored programs." The recruitment and selection process may not begin until the below approvals are obtained. Electronic submissions are preferred (Adobe Reader 8 or 9 required).

Campus/Department Name & ID _____ Position No. _____

Supervisor's Title _____ Name _____

Position Title _____ Salary Plan/Level _____

Budgeted FTE % _____ Funding Source _____ Estimated Hiring Wage/Salary \$ _____

Brief Description of the position's primary role (one or two sentences): _____

Is this a new position or has the primary role change significantly? Yes No If yes, attach an updated [Position Description form.](#)

Brief description of the impact on the University if the position is not filled at this time: _____

If approved, the campus HR office will contact the department to initiate the recruitment and selection process.

Contact Name _____ Email _____

APPROVALS TO FILL POSITION (Name and Signature)

Department Head _____ Date _____

Comments: _____

Dean/RC Head (or designee) _____ Date _____

Comments: _____

Vice President or Chancellor (or designee) _____ Date _____

Comments: _____

Campus Human Resources office (completed form should be sent to the campus HR office)

HR Office Representative (Name and Signature) _____ Date _____

Comments: _____