**Date of Request:**

**Vice President/Dean:**

**Director or Department Chair/PI/Manager**:

**Person Requesting Request:**

**Department:**

**Business Unit:** Inst Advancement/ Development

**Extension # of Requester:**

Funding Information:

**Classified Position: Salary Range**

|  |  |
| --- | --- |
| **Minimum**  | **Maximum**  |
|  |  |

**If mandated by university commitment, what type?**

[ ] Start Up [ ] Research [ ] Other- Explain Below

**A&P Position:**

|  |
| --- |
| Budget Amount  |
|       |

**How will the position be funded?**

[ ] Non-Grant [ ] Grant [ ] Non-Grant and Grant

|  |  |
| --- | --- |
| **Cost Center/ Project ID Number** | **Percent Distribution (Must Total 100%)** |
|  |  |
|  |  |
|  |  |

***Non-Grant Funded*** Request Types: *(Check all that apply)*

[ ] **Initiate recruitment efforts\*\***

[ ]  **Extend Offer above approved salary amount**

**Desired Salary Rate:**

**Percent Above:**

[ ]  **Auto-Promote**

[ ]  **Direct Hire\*\***

[ ]  **Create New Position**

***\*\* Benefit eligible positions must be advertised.***

[ ]  **Modify Work Assignment or Hours**

**New End Date:**

**New Hours per Week:**

[ ]  **Staff Supplement**

**Desired Salary Rate:**

**Staff Supplement Start Date:**

**Staff Supplement End Date:**

[ ]  **Out of Cycle Merit Increase**

[ ]  **Funding Source Change**

***Grant Funded*** Request Types: *(Check all that apply)*

[ ] **Initiate recruitment efforts\*\***

[ ]  **Direct Hire\*\***

[ ]  **Create New Position**

***\*\* Benefit eligible positions must be advertised.***

[ ]  **Out of Cycle Merit Increase**

[ ]  **Funding Source Change *(Grant to Non-Grant only)***

Position Information:

**Expected Start Date:**

**Position #:**

**Position Title:**

**Reports to Name:**

**Reports to Position ID:**

**Expected End Date:**

**Job Code:**

**Standard Hours:**

[ ]  **Full Time** [ ]  **Part Time**

Previous/ Current/Selected Employee Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Salary:** |  |
| **Empl ID:** |  | **Last Day Worked:** |  |

**Additional Comments/ Justification (required for grants):**

****