

# 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 \_\_\_\_\_

<b>APPROVALS TO FILL POSITION</b> (Name and Signature)	
Department Head _____	Date _____
<i>Comments:</i> _____	
Dean/RC Head (or designee) _____	Date _____
<i>Comments:</i> _____	
Vice President or Chancellor (or designee) _____	Date _____
<i>Comments:</i> _____	

<b>Campus Human Resources office</b> (completed form should be sent to the campus HR office)	
HR Office Representative (Name and Signature) _____	Date _____
<i>Comments:</i> _____	