

NEW POSITION REQUEST FORM

The purpose of this form is to provide the organizational justification for creating a new non-grant funded, regular P&S position or Merit position during the annual budget planning process. All requests should reflect the alignment with department/unit, collegiate, and University strategic and operational plans.

Job Classification/Job Code/Title: _____

MFK: _____ Percent Time: _____

Forecasted Annual Salary Range: _____ P&S Regular, Specified Term or Merit: _____

Is additional funding from the College needed/requested (Y/N): _____

If Yes, explain: _____

Hiring Manager and Supervisor: _____

How does the requested position fit with the strategic or operational plan of the department/unit?

What efforts have been considered to create efficiency in the department/unit? _____

Define the need: _____

What other considerations are relevant to this request? _____

What strategies will you include to recruit a diverse pool of applicants, and reduce implicit bias in the interview process? _____

Completed by (requesting hiring manager): _____ Date: _____

Reviewed by Department Human Resources Representative: _____ Date: _____

Reviewed by Department Finance and Budget Representative: _____ Date: _____

Requests should be completed by the requesting hiring manager with consultation and reviewed by the department/unit Human Resources and Financial Representatives for verification of job classification, salary, MFK and budget implications. Requests are then submitted to the department/unit chair for consideration and request for approval.