

Date submitted



Office use only			
P	F&A	VPAA	EA

Request to Fill a Position

Must be submitted for ALL positions (faculty and staff) paid from ALL funding sources
EXCEPT: staff positions on restricted or auxiliary accounts

Employment status:

Choose one:

Faculty Staff

Choose one:

Regular Temporary

Choose one:

Full time Part time

OR Request to fill multiple positions (information attached)

Department _____ College/School/Division _____

Budget position # _____ Position title _____

Name of requestor _____ Document # _____

Payment account type: (check all that apply)

Resident Instruction Other State (not grant) Restricted Auxiliary

Justification: Please use the space provided below and attach additional pages, if necessary.

This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget reductions or program redirections.

Once approved (or not), this form should be returned to: _____
Name FAX number

Step 1: Person completing this form should obtain the following 2 signatures, then send to the appropriate senior administrator.

1. _____
Name of department head (Type or print) Signature of department head

2. _____
Name of dean or VP (Type or print) Signature of dean or VP

Step 2: President or appropriate senior VP signs the form with any necessary notations.

President or name of senior VP (Type or print) Signature of president or senior VP Date

Approved Not approved Approved with exceptions:

Step 3: President or senior VP forwards the form to Human Resources.