



POSITION REQUISITION FORM

Instructions

1. Complete and sign this form to request approval to fill a vacancy or new position prior to submitting the position for posting.
2. Attach a copy of the job description and an organizational chart if available.
3. Submit form and all supporting documentation to the division Vice President to begin the approval process.

DEPARTMENT INFORMATION

Department Name	Position Location	Division Name
	<input type="checkbox"/> Main Campus <input type="checkbox"/> WRC <input type="checkbox"/> NERC <input type="checkbox"/> NWRC	

STEP I: POSITION INFORMATION

Title of Requested Position	Reports To (Position Title)		Full/Part-Time
Position Status	Position Type	Assignment Dates (if Temporary)	Proposed Salary
New Position Existing Position If existing position, please provide the position number: _____	Administrator Faculty Confidential Classified Temporary	Start Date: End Date:	\$ _____
Business case (e.g., cost benefit, alignment with mission, vision, values, etc.); attach documentation if helpful.			
If this is a new position, will this position impact any other positions within the department? If so, please explain.			
Notes			

Approval:

Vice President's Signature

Date

STEP II: FUNDING INFORMATION

Request Type	
Already Budgeted/Permanent	Non-Budgeted/Permanent Request
Already Budgeted with Pay Increase Request	Non-Budgeted/Temporary Fund Request
Already Budgeted/Reallocation Request	

Approvals:

Vice President for Business & Finance Signature

Date

President Signature

Date