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.