



POSITION REQUEST FORM

The purpose of this form is to provide the organizational justification for: 1) filling a vacant position, or 2) creating a new position **funded from operations**. This form must be completed prior to creating a Position Description Questionnaire (PDQ). Once completed, please forward this form for approvals displayed at the bottom of the form.

Reason for Request

☐ New Position ☐ Replacement (Refill) Vacant Position

Position Details

Job Title: _____ Reports To: _____

Department: _____ Division: _____

Position Type: ☐ Part-time staff ☐ Full-time staff ☐ Temporary ☐ Other _____

If replacement (refill)

a. Date the position vacated _____

b. Name of Employee being replaced _____

Salary/Hourly Rate: Current: _____ Proposed: _____

FTE: Current: _____ Proposed: _____

Is this position included in the annual operating budget? If unknown, consult Finance Director or Human Resources.

☐ Yes ☐ No

Justification

How is this position essential to the Undergraduate, Graduate, or Law School campus?

Attach separate document if additional space is needed.

Approvals

Position Approval

Submitted By: _____

Manager: _____

Dean/VP: _____

Finance Director: _____

Human Resources: _____

Funding Approval

VP for Business & Finance: _____

VP & Provost: _____

☐ Approved.

☐ Postponed. Submit for reconsideration after _____

☐ Denied. Justification for denial:

Attach separate document if additional space is needed.
