



Request to Fill Vacancy or Create New Position

Title of Position: _____

Type of Position: Faculty Unclassified Classified Transient

Accept Out of State / Remote Work: Yes No

Percentage of Effort: Full-Time - 100% Part-Time _____%

Budgeted Position: Yes No Supervisor: _____

Requesting Department: _____

New Position: Existing Position Vacated By: _____

Salary: _____ PG# to be used: _____

If posting outside of workday, list additional sites (Charged to your department)

Number of days to advertise (Minimum 5 Days / 30 Days for tenure track)? _____

Justification: _____

Please send an updated position description to Human Resources in a Word document that includes required qualifications.

Direct Supervisor's Approval

Date

Budget Director of Vice Chancellor
of Finance & Administrative Services

Date

Vice Chancellor's Approval

Date

Chancellor's Approval

Date