



# Staffing Requisition

For a faculty position, complete sections 1-8. For all other positions, complete the entire form and attach a Position Description.

1. **Classification/Title:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_

3. **Name of Last Incumbent or:** \_\_\_\_\_ **or Check if New Position:**

4. **Date of Vacancy:** \_\_\_\_\_

5. **Reason for Faculty Vacancy:**

- Contracted Release Time  
(i.e. Forum Chair): \_\_\_\_\_
- Increased Student Demand
- Retirement/Phased Retirement
- Resignation (Voluntary/Involuntary)
- Sabbatical Leave Replacement
- Sick Leave Replacement
- Other: \_\_\_\_\_

6. **Reason for Non-Faculty Vacancy:** \_\_\_\_\_

7. **Length of Time Position is Needed:**  One Semester  One Year  Other: \_\_\_\_\_

8. **Position Need:**  Full Time  ¾ Time  ½ Time  ¼ Time  Other: \_\_\_\_\_

9. **Estimate Annual Salary and Benefits:** \_\_\_\_\_

10. **Rationale for Filling Vacancy:** \_\_\_\_\_

<b>Funding Source for Faculty Position:</b>	<input type="checkbox"/> Acting Manager Replacement	<input type="checkbox"/> Leave Without Pay	
	<input type="checkbox"/> Dean's Office	<input type="checkbox"/> PCDE	
	<input type="checkbox"/> Department Complement	<input type="checkbox"/> Provost's Adjunct Funds	<input type="checkbox"/> Other
	<input type="checkbox"/> Grant: Name of Grant: _____		



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**Alternatives Considered** (e.g. temporary employee, out-of-class assignment):

**Additional Information:**

<b>Chairperson/Program Director:</b>		Date:	
<b>Dean/Director:</b>		Date:	
<b>Provost/Vice President:</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date:	
<b>Sr. VP for Admin and Finance:</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date:	
<b>President:</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date:	

- APPROVED FOR:**
- Temporary, One Semester Only
  - Temporary, One Year Only
  - Temporary, Other: \_\_\_\_\_
  - Tenure Track Position
  - Permanent Staff Position
  - Temporary Staff Position

**APPROVED PERCENTAGE OF TIME:**

\_\_\_\_\_

**Access Needed:**

(This section only needs completed if the approval is for a temporary agency assignment.)

<input type="checkbox"/> University ID	<input type="checkbox"/> Parking Tag
<input type="checkbox"/> Key(s)/Access	<input type="checkbox"/> SAP – Finance/Accounting
<input type="checkbox"/> SAP – HR	<input type="checkbox"/> Active Directory/University Login
<input type="checkbox"/> University E-Mail	<input type="checkbox"/> Blackboard Transaction System
<input type="checkbox"/> Banner	<input type="checkbox"/> Other _____