POSITION POSTING REQUEST (RF-1)

Instructions:

1. *Requesting department completes two-page form and forwards to divisional vice president for approval.*
2. *Divisional vice president then forwards to Human Resources for approval then on to OHE for final approval.*
3. *Human Resources will notify requesting department once approved for posting.*
   Please note: Approval process may take up to three weeks.

TO BE COMPLETED BY REQUESTING DEPARTMENT

Title: _____ **Department:** _____ **Campus:** _____

Classification: ☐Faculty ☐Classified ☐Non-Classified

Permanent: ☐New ☐Existing

Name of Previous Incumbent: _____

Reason for Vacancy:
☐Promotion ☐Transferred
☐Resignation ☐Retired
☐Terminated

Limited: Limitation Date: _____

A. Name of Person on Leave: _____
Reason: ☐Extended Sick ☐Study
☐Maternity ☐Protect Status
☐Sabbatical ☐Personal

B. Overload ☐ Yes ☐ No

Work Schedule: ☐Calendar Year ☐Full-time
☐Academic Year ☐Part-time: _____hours/week
☐1 Semester
☐Other

Funding Information: ☐ Unrestricted ☐ Restricted ☐ Auxiliary ☐Unrestricted 3rd Party

Funding Source _____ Org#: _____ Acct#: _____

Funding Source _____ Org#: _____ Acct#: _____

Advertisement Requested: ☐Yes ☐No Desired Publications: 1. _____
2. _____
3. _____

What is the desired hiring date?: _____

Who will be the primary signatory for this employees timecard?: _____
(Name)

Who will be the alternate signatory for this employees timecard?: _____
(Name)

_____ _____
Dean / Director / Chair Signature Date

HUMAN RESOURCES USE ONLY

Position # _____ Union: _____ Grade: _____

Vacancy Reclassified from _____ to _____
(prior title & grade) (new title & grade)

_____ _____
Human Resources Date

_____ _____
Budget Office Date

_____ _____
Vice President for Business Affairs Date