Date: *Use dropdown*

To: Amy Nostrand, Leslie Schaffer

From: *Enter name*

Business Unit: *Enter unit* Department: *Enter dept.*

Hiring Manager: *Enter name* HR Consultant: *Enter name*

Position Title: *Enter title*

Position Grade: *Select grade* Budgeted Salary Range: *Enter range*

Manager: Individual Contributor:  If non-exempt: Hours per week: *Select hours*

Critical / Essential Position1: *Use dropdown* Hourly rate range: *Enter range*

O&R Period: *Use dropdown*

Budget Impact

Lower:  Neutral:  Higher: 

Expected hire date2: *Use dropdown*

Budget location: Tub: *Enter tub* Org: *Enter org* Fund: *Enter fund* Activity-sub: *Enter activity-sub*

Optional - HUBS Position #: *Enter #*

**Type of Vacancy (please check only one of the of three options)**

 Replacement / Same position: (Name: *Enter name* Departure date: *Use dropdown* Salary: *Enter number* and Grade: *Select grade*)

 Conversion3 of previous position: (Name: *Enter name* Departure date: *Use dropdown* Salary: *Enter number* and Grade: *Select grade*)

 New Position Is this position in the current budget? *Use dropdown*

If no, how will this position be funded: *Enter a brief description about funding*

**Type of Appointment for Proposed Position**

 Full-time  Part-time (# of hours or % of FTE: *Enter number*)

Regular  Term4 (end date: *Use dropdown.*)

*Notes: (1) Critical / Essential Positions are defined by your Unit’s Business Continuity Plan. This designation is for the use of the department.*

*(2) If the hire date is unknown, please select a hire date that is 3 months out (HR’s suggested timeline for the hiring process)*

*(3) New or revised position using another vacant FTE*

*(4) Term positions should strive to end by the end of a fiscal year (June 30) unless earlier as planned*

**\*Please attach org chart and job description**

**Rationale for New, Converted, and Replacement positions**

Please state the critical need to fill this position. If this is a term position, please also explain how the work will be completed and / or transitioned by the time the term period expires.  
*Enter a brief description about the need for the position here*

If the positon were not approved, how could the work be done differently?  
*Enter a brief description about the need for the position here*

**Local Approval Signatures**

Business Unit Director: Date:

Finance / budget (local): Date:

Business Unit Vice President:

***Note: Email approval of the above people is acceptable (i.e., no need to scan signature)***

**Office of Executive Vice President Approval**

Date:

Approved  Not Approved  Need More Information

Signature: Date:

Amy Nostrand, Assistant Vice President for Finance and Administration

OR:

Signature: Date:

Leslie Schaffer, Senior Director of Finance, Central Finance and Administration