

## Process for **Request for Position/Position Modification, Faculty**

The Human Resources office coordinates the Faculty Position/Position Modification request process.

1. The Dean obtains the “Request for Position/Position Modification, Faculty” form from Human Resources.
  - The Dean will review the position request. If the Dean supports the request, he/she endorses it and forwards the request to the Provost.
  - The Provost and the Dean meet to discuss the position request. If the Provost supports the position, he/she endorses the request and forwards it to the Vice President of Business and Finance.
  - The Vice President of Business and Finance reviews the position request, focusing upon the salary range, budget impact, and the job description.
  - Once the VP of Business and Finance believes that sufficient information exists for Cabinet review, the position request will be placed on the Cabinet agenda.
2. The position request is placed on the Cabinet agenda by the Vice President of Business and Finance.
3. The position is discussed by Cabinet.
4. The position is either approved, not approved, or tabled.
5. After the Cabinet decision is rendered, the Secretary of the Cabinet signs the request form and forwards the form to Human Resources.
6. Human Resources communicates the outcome of the Cabinet decision to the appropriate Dean. Additionally, Human Resources will forward any pertinent search procedure information.

