

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.

Request for Position/Position Modification
Faculty

Person Requesting Search: _____ Date Form Completed: _____

Position Title: _____

Department: _____ Division: _____

Date Position to be Filled: _____ Salary Range/Classification: _____

Type of faculty position (please check all that apply):

- Replacement, Full-time, Tenure track, New Position, Part-time, Multi-year term, Temporary term, Academic rank (Please specify)

Term of Appointment: 10 Month, 9 Month, Other: (Please specify)

Identifying Position Needs (please attach responses on a separate sheet):

- 1. Please submit a four-year staffing plan for the academic area... 2. Please describe any ancillary expenses... 3. Please project the annual expense... 4. Please describe how this position may affect revenues... 5. Please identify any known or anticipated staffing changes... 6. If the requested position is related to compliance... 7. Please describe the particular specialty area... 8. Please identify any special terms or conditions...

Route Form to the Following Individuals for Review:

Dean: As the Dean, I have reviewed the attached position description, the demand for the position, the staffing plan of the department, and any college/school budgetary implications, and support this request.

Signature _____ Date _____

Provost: As Provost, I have reviewed with the Dean the staffing plan of the college, the role of the current position in the strategic plan of the division of academic affairs, and any academic affairs division budgetary implications, and support this request.

Signature _____ Date _____

Chief Financial Officer/Treasurer

As the Chief Financial Officer/Treasurer, sufficient information exists for this position to be reviewed by President's Cabinet:

- The salary range has been reviewed. Comment: _____
The budget impact for this position has been reviewed. Comment: _____

Signature _____ Date _____

President's Cabinet: The President's Cabinet has reviewed the above Request for Position, and the position was:

- Approved, Not Approved, Tabled: Comment _____

Signature _____ Date _____