

Process for **Request for Position/Position Modification, One-Year Term 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 agrees the position is within the budget, the signed position request form is submitted to Human Resources.
 - Cabinet approval is not necessary for one-year term faculty positions.
2. Human Resources communicates the outcome of the request decision to the appropriate Dean.

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 Previous Incumbent
Full-time Part-time 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 one-year staffing plan for the academic area and indicate the course assignments for the requested position.
2. Please describe any ancillary expenses that may be related to the creation of this position...
3. Please project the annual expense anticipated for this position over the next year.
4. Please describe how this position may affect revenues from the operation of the program and project.
5. Please identify any known or anticipated staffing changes in the academic area...
6. If the requested position is related to compliance with an external accrediting or regulatory criterion...
7. Please describe the particular specialty area that is being sought and the minimum qualifications required...
8. Please identify any special terms or conditions that may apply to this appointment.

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.

Signature Date