

Process for **Request for Position/Position Modification, Administrative and Staff**

The Human Resources office coordinates the Administrative and Staff Position/Position Modification Request process.

1. The Director/Department Head/Dean will obtain the form from HR.
 - The Director/Department Head/Dean will review the position request. If the Director/Department Head/Dean supports the request, he/she forwards it to the Vice President of the Division.
 - The Director/Department Head/Dean meet with the Vice President to discuss the position request. If the Vice President endorses the request, he/she will forward 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 Vice President 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/Vice President. Additionally, Human Resources will forward any pertinent search procedure information.

