Request for Authorization to Fill Position

Department ________________________________________________________________
College/Division __________________________________________________________
Position Number __________ Position Title ______________________________________
Funds Budgeted __________ Account(s) __________________________________________
☐ E&G ☐ Grants/Contracts ☐ Stores ☐ Auxiliaries ☐ Other __________
Last Incumbent ___________________________ Date Separated ______________________

1. Why does this position need to be filled? Does the position involve an essential function or immediate public safety or compliance issue that cannot be performed with the existing resources? What are the operational needs of the organization that require filling the position?

2. What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions?

3. How has this vacancy/need been covered so far? What are the consequences of deferring hiring for this position for the next several months and beyond?

Academic Areas
Unit Administrator __________________________
Dean ______________________________________
Approval granted to fill no earlier than __________________________

Administrative Areas
Unit Administrator __________________________
Approval granted to fill no earlier than __________________________
Appropriate Vice President ______________________

NOTE: All recruitment materials must contain phrase, “contingent upon available funding.”