

Request for Authorization to Fill Position

Department:

College/Division:

Position Title:

Position Number:

Funds Budgeted:

Account(s):

E&G

Grants & Contracts

Stores

Auxiliaries

Other:

Last Incumbent:

Date Separated:

Is the position considered "Essential Personnel"?

1. Why does the 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 organizational possibilities have been considered, such as elimination of the position or combining duties with other 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:

Administrative Areas

Unit Administrator:

Approval granted to fill no earlier than:

Provost:

Appropriate VP:

Note: All recruitment materials must contain the phrase, "contingent upon available funding".

For questions about staff positions, contact OSU HR by email osu-hr@okstate.edu or call (405) 744-2909. For questions regarding faculty positions contact Academic Affairs by email provost@okstate.edu or call (405) 744-5627.