

Guidelines for Request for Authorization to Fill Position

1. The form will be completed by the unit administrator for all vacant continuous, regular staff, tenure/tenure track faculty, and clinical faculty positions.
2. The form will also be completed by the unit administrator for all temporary staff positions.
3. The completed form will then be routed, using regular college/division procedures. The form will be reviewed and approved for action (approval/disapproval) by the appropriate vice president *before* the position can be opened for recruitment.
4. Graduate student, temporary faculty, and student (including work study) positions are exempt from the *Request for Authorization to Fill Position* procedures.
5. If approved, advertisements and job listings must include the phrase “contingent upon funding.” At any time prior to a job offer, the vice president may determine it is no longer feasible to fill the position and the job listing may be pulled.
6. Guidelines will apply to positions funded by stores and auxiliaries, as well as state funds. Guidelines apply to all agencies on the Stillwater and OSU-Tulsa campuses. Positions fully funded by the Oklahoma Agricultural Experiment Station or the Oklahoma Cooperative Extension Service or any combination of the two Agencies, will be reviewed and approved for action (approval/disapproval) by the Vice-President of Ag Programs of DASNR. OSUIT, OSU-OKC and OSU CHS may choose to adopt a similar process for the review of vacant positions.
7. For questions about staff positions, contact OSU Human Resources at, x42909 or osu-hr@okstate.edu and for questions regarding faculty positions, contact Denise Weaver, x48782 or denise.weaver@okstate.edu.

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 _____

Provost _____

Administrative Areas

Unit Administrator _____

Appropriate Vice President _____

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