

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."