

FULL TIME POSITION REQUEST FORM (PRF)

SECTION I: COMPLETED BY THE HIRING DEPARTMENT

(search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form from the Budget Office)

Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted? ☐

YES ☒

NO

1a.If this is a new position, attach a memo of justification, an organizational chart, and a job description.

1b.If this is a replacement position or a request to reclassify, complete the following:

Current Employee :	ITR	Payroll Title:	ASSISTANT TO HEO	Functiona l Title:	CA
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1c.For ALL positions, complete the following: _____

APPROVALS FOR ALL POSITIONS IN ACADEMIC AFFAIRS

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

APPROVALS FOR ADMINISTRATIVE DIVISIONS (i.e. Administration, ITR, Institutional Advancement and Student Affairs)

<input type="checkbox"/>			
<input type="checkbox"/>			

SECTION II: COMPLETED BY DIVISION OF ADMINISTRATION AND FINANCE

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

SECTION III: PRESIDENTIAL APPROVAL

<input type="checkbox"/>			
<input type="checkbox"/>			