

College of Nursing Position Initiation Form

Use this form to request a new position, update a current position or to notify of a vacant position to be filled.

Initial Information		
Person Initiating Form		Office Phone:
Date Submitted:		
Request Type	Create New Position Fill Vacant Position Replace Departing Employee Update Current Position	Email address of person who will supervise this position
Position Type:		Faculty University Staff Classified Staff
If this is a replacement, Please provide the name of the departing employee		PRA Student Temporary

Search - Open competitive search to fill position

Search Waiver - Waive Candidate into vacancy or new position

Current or former CU Employee

Candidate from previous search

This is a faculty position with Clinical Practice

This position is involved with research

This position has an additional administrative appointment

Position Summary and Responsibilities

Minimum Qualifications

Preferred Qualifications

Please list any training requirements specific to this position

FTE:

Antic. Start Date:

End Date:

Salary Information and Frequency:

Funding Information			
SpeedType	Speedtype Description	Funding %	Funding End Date

Computer (choose one):

Computer not needed

Laptop

Desktop

Manufacturer (choose):

Dell

Apple - requires justification, manager approval and speedtype

Monitor (choose):

No monitor needed

1 Monitor

2 Monitors - requires justification, manager approval and speedtype

Justification for IT Equipment:

Facilities Information

Office space is not guaranteed for all positions. Requests for space are considered on a case by case basis.

Does the position need office space? Please explain below.

Where will the position be based?

Building Location

Approval

This form must be signed digitally before being returned to CON HR. Please affix your digital signature below.

Supervisor Approval (Required):

Dean or Associate/Assistant Dean (Choose One)

Dean or Associate/Assistant Dean Approval (Required)

HR Approval (Required):

Admin and Finance Approval (Required):