



AUTHORIZATION TO FILL A POSITION

Instructions:

Please attach position description.

If this is a new position or the position has been revised, please attach the appropriate documentation. Documentation for classified and unclassified non-teaching positions must be reviewed by HR and approved by the President. Attach the approved position description, excluding teaching positions.

- Section I-IV: Completed by the supervisor/hiring department/Dean's office.
Section V: Completed by the budget department.
Section VI: Department/Division/VP approvals.
Section VII: Completed by HR.

Section I: Position Information

Working Job Title: Class Title: (classified only): Date:
Department/Division/Unit: Job Location: (if not WOU)
Position No: New Position Replacement of:

Type of Position/Position Status

FTE: _____

Staff Position Information:

Classified
12-month (CA)
Academic Year (CA)
Limited Duration (CE) (Article 36)

Temporary
Represented Temp (TS) (Article 68)
Non-Represented Temp (TS)
Coverage of Position

Unclassified
12-month (UF)
Academic Year (UE)
Short-term Appointment (UW)
Hourly/Stipend (UW/UV)

Faculty Position Information:

Tenure-Track/Tenured
12-month (UB)
Academic Year (UA)

Non Tenure-Track (Fixed term)
Visiting Faculty (UA)
Pool (UA)
Term by Term (UA)

Graduate Teaching Assistant (XB)
Graduate Research Assistant (XB)

Please Specify Dates to be Employed: Anticipated Start Date:
Supervisor: Supervisor Position #
Search Contact Person: Phone:

Section II: Justification to Fill a Position

Brief explanation statement, if this is an existing position that has not been revised.

Section III: Budget and Funding Information

Full Salary Range: (enter Annual, Monthly or Hourly) CBA Salary Ranges or CUPA HR ranges should be used for this information. Consult HR with questions.
Annual Monthly Hourly
\$ _____ \$ _____ \$ _____
to _____ OR to _____ OR to _____
\$ _____ \$ _____ \$ _____

Authorized Budgeted Amount: Employment offers above the approved budget amount noted here MUST have documented approval from the hiring VP, agreement from the VP for F&A, and approval of the President PRIOR to the offer of employment.	Budgeted Annual Salary _____ FTE _____	OPE % _____ =	
	Adjusted Salary	Total Annual OPE	Total Compensation Cost
TT Faculty only: Is this position open to foreign nationals? Yes No **If selection of foreign nationals is chosen, department agrees to pay for all costs associated with obtaining/retaining visa status and filing fees for permanent residency including Premium Processing. Fees range from \$2200-\$6200.			
Salary Allocation Index# _____ Allocation 1-100% _____			
Section IV: Recruitment Information			
Estimated Recruitment Posting Date: _____		Application review date: OR Immediate review Closing Date OR Open until filled	
Estimated Recruitment Costs: All recruitment expenses (ads, candidate travel, moving/relocation) will be charged directly to the department's index provided on this form.			
Estimated Advertising Costs (\$) _____	Estimated Candidate Travel Costs (\$) _____	Estimated Moving/Relocation Costs (\$) _____	
Advertising: (List sites that are typically used in this position's field) Internal Search Local Search National Search			
Unclassified positions only: Would you like the salary range posted on the announcement? Yes No			
Background Check: Yes No			
Staff positions only: Attach Criminal Background Check, Special Conditions of Employment - HR Forms Page			
Recruitment Process: Briefly describe your recruiting timelines such as the schedule for interviewing.			
Diversity/Affirmative Action: (Briefly describe diversity/affirmative action considerations/outcomes for this recruitment.)			
Search Committee: Please list the chair (C) of the search committee along with the search committee members (minimum of three individuals.)			
Section V: Budget			
Reviewed by Budget Director: _____		Date: _____	
Budget returns form to hiring division chair/supervisor			

****New or reclassified positions must be approved by the President**

Section VI: Approvals

Division Chair/Supervisor: _____ Date: _____

Dean (Faculty)/Director: _____ Date: _____

Provost/Vice President: _____ Date: _____

**President (If needed): _____ Date: _____

After approvals forward to HR

Section VII: Human Resources

Position Classification/Title: _____

Recruitment Number: _____ Estimated Recruitment Costs: _____

Salary Range: \$ _____ to \$ _____ Anticipated Starting Salary: \$ _____

Recommended by Director of Human Resources: _____ Date: _____

Human Resources begins recruitment