



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 is to be completed by the supervisor.
Section V is to be completed by the budget department.
Supervisor routes Section VI for approvals.
Section VII is to be completed by HR.

Section I: Position Information

Working Job Title: Classification (for classified): 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:

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

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: Total compensation should include insurance if applicable.	Budgeted Annual Salary _____	OPE % _____	
	FTE		
	\$ _____	+	\$ _____ = \$ _____
	Adjusted Salary		Total Annual OPE Total Compensation Cost

Estimated costs from hire date through June 30 (Current fiscal year):	Index# _____	_____	_____	
	Fund Code# _____	_____	_____	
Wages charged to index:	\$ _____	\$ _____	\$ _____	
OPE charged to index:	\$ _____	\$ _____	\$ _____	

Section IV: Recruitment Information

Recruitment Opening Date: _____

Review Begins Date: _____	Closing Date: _____
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Request for Moving Costs/Other Special Costs: (Consult HR regarding applicability and additional information.)

Advertising: (List sites that are typically used for recruitment of this position.)

Background Check: Yes No (Consult with HR regarding details.)

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 of the search committee along with the search committee members (minimum of three individuals.)

Section V: Budget

Explanation of any exceptions to budget allocations: Upon successful hire, recruitment costs (and supporting budget for general fund position recruitment) will be posted to the employee's home org.

Reviewed by Budget Director: _____ Date: _____

Budget returns form to hiring division chair/supervisor

Note: 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.

Section VI: Approvals

Division Chair/Supervisor:	Date:
Dean (Faculty)/Director:	Date:
Provost/Vice President:	Date:
President:	Date:

After approvals forward to HR

Section VII: Human Resources

Position Classification/Title:	Faculty Rank:		
Recruitment Number:	ACTV:		
Salary Range: \$	to	\$	Anticipated Starting Salary: \$
Benefits:	Full	Part-time	
Estimated Advertising Costs:	Interview Costs:	Moving Costs:	Other:
Recommended by Director of Human Resources:			Date:

Human Resources begins recruitment