

**Adding a new position increases your department’s headcount, and adds a new FTE a box to your department’s organizational chart.**

In addition to this form, new regular staff positions require the following completed and approved paperwork:

- Position Description Questionnaire (include a department organization chart if possible)
- Job Posting Request (to post and advertise the position)

**PLEASE PROVIDE THE FOLLOWING POSITION-SPECIFIC INFORMATION**

HR Dept ID: \_\_\_\_\_ Department Name: \_\_\_\_\_

Position Number (assigned by HR): \_\_\_\_\_ Position Title: \_\_\_\_\_

Business Title: \_\_\_\_\_

Campus Location: \_\_\_\_\_ Mail Drop Code: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Position#: \_\_\_\_\_

Position Type:  Regular (Permanent)  Restricted  Temporary

FLSA Status:  Non-exempt/Hourly  Exempt/Monthly (requires evaluation by Human Resources to ensure legal requirements are met)

Work Schedule:  12 Months  11 Months  10 Months  9 Months

Does this position primarily exist to provide services to students?  Yes  No

**HOW WILL YOU FUND THE COST OF AN ADDITIONAL HEADCOUNT IN THIS NEW POSITION?**

For example, “receipt of a new grant” or “deactivation of one or more position(s) which makes funds available for a new position”— not the chartfield string.

Maximum amount budgeted for this position: \$ \_\_\_\_\_

**PLEASE BRIEFLY EXPLAIN THE BUSINESS REASON FOR ADDING THIS POSITION**

Points to address include: How does this position contribute to the University’s mission and strategic goals? How will adding this position strengthen the work of the department? How have these duties been distributed in the past?

Supervisor/Hiring Manager Signature	Printed Name	Extension	Date
Major Area Budget Manager Signature	Printed Name		Date
Department Head Signature	Printed Name		Date
Dean/Chief Officer Signature	Printed Name		Date
Provost/VP Signature	Printed Name		Date
Chief Human Resources Officer Approval	Lauren Cosentino		Date
	Printed Name		