

Adding a new regular FTE increases your department’s headcount and establishes base budget for this position indefinitely.

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

- Position Description (Please include a department organization chart.)
- Job Posting Request (Please note that regular positions must be posted for a minimum of 5 business days, per University policy.)

PLEASE PROVIDE THE FOLLOWING POSITION-SPECIFIC INFORMATION

Dept ID: _____ Department Name: _____

Business Title: _____

Campus Location: _____ Supervisor Name: _____

Hours Per Week: _____ Work Schedule: 12 Months 11 Months 10 Months 9 Months

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

PLEASE BRIEFLY EXPLAIN THE BUSINESS REASON FOR ADDING THIS POSITION

Points to address include: Why is this position needed now? 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?

HOW WILL YOU FUND THE COST OF THIS ADDITIONAL FTE?

Maximum amount budgeted for this position: \$ _____

In addition to providing a long-term funding strategy, please also indicate all vacant position numbers in your area that are unable to be re-purposed to fill this current business need.

Please obtain all signatures through the Provost/VP level before submitting this form to Human Resources. Forms without signatures will be returned.

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 Business Officer Signature	Nicolle Taylor		Date
Chief Financial Officer Signature	Greg Ramirez		Date
Chief Operating Officer Signature	Phil Phillips		Date