

Request for Permanent Staff (FTE) Position

- Requests for an FTE permanent position are not intended to increase staffing levels.
- Funding for salary and fringe must be available from existing budget.
- FTE requests must include a business plan/justification and a position description.
- All FTE positions must be recruited, regardless of source of funding.

Department: _____

Proposed Salary Range: _____

Position Number (if identified): _____

Funding Source: _____

Proposed Internal Title: _____

Did this position exist previously?

Type of Position: _____

If so, when was it vacated, and by whom?

Proposed Hours per Week: _____

Proposed Months per Year*: _____

Projected Start Date: _____

Budgeted funds attached to position: _____

Current Dept. Count, Permanent Staff FTE Positions: _____

Annual Department Overtime Expenses: _____

Current Dept. Count, Temporary Positions: _____

Current # of Ongoing TSAs/Add Pays: _____

Are there any existing positions (temporary/permanent) within your Department providing identical services to those of the position in this request? If so, please provide a justification for duplication of services:

Is any of the lapsed salary associated with this vacant position being used to fund backfill? If so, please provide a brief description of the services the lapsed salary is funding, including type of labor (i.e. student, temporary, overtime, additional pay, etc.), recipient of compensation, projected amount of compensation, the date the additional compensation will end, and any other relevant details:

APPROVALS/SIGNATURES:

Supervisor: _____ Date: _____

VP/Dean: _____ Date: _____

EVP/Provost: _____ Date: _____

Following EVP/Provost approval, please send to Human Resources

Human Res: _____ Date: _____

Budget: _____ Date: _____

EVP, BA: _____ Date: _____

HR/Budget Use Only

Position Number: _____

Class Code: (Old) _____ (New) _____

Pay Band: (Old) _____ (New) _____

FTE Type: (Old) _____ (New) _____

E-Class: _____

Start Date: _____

Completed By: _____