



FACULTY

NEW Recruitment and/or ALL Personnel Action Requests

DEPARTMENT: _____

POSITION TITLE: _____ POSITION #: _____

POSITION TYPE: Faculty OPS Adjunct Post Doctoral Scholar

PROVIDE ALL FUNDING SOURCES FOR THIS ACTION:

Funding Source: _____ ChartField: _____ %
Op Ut/Fund#/Dept./Product/Initiative/Grant Proj. #

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TYPE OF ACTION:

REQUEST FOR NEW RECRUITMENT:

- Fill existing vacant position Replacing (Name): _____
- Fill new position

- Reason: Resigned (last date of employment): _____
- Transferred to another department
 - Promoted within department
 - Other: _____

Proposed hiring range: _____

PERSONNEL ACTION:

Employee name: _____ Employee ID Number: _____

- Increase FTE of existing employee:
Current FTE: _____ New FTE: _____ Current Salary: _____ New Salary: _____
- Salary increase, bonus, and/or Stipend
- Vacant line to be eliminated Change OPS to regular line
- Classification Action: (please specify) _____



Please provide the following information: (attach additional pages if necessary)

1. What is the justification for this action?

2. Describe your projected financial impacts (i.e., salary savings, impact on revenue generation, etc.) and explain how this hiring or compensation action will not impair your unit's execution of expense targets.

This action is:	Approved as requested	Approved with modifications	Disapproved
_____		_____	_____
Department Chair (Print Name)		Signature	Date
_____		_____	_____
College Dean (Print Name)		Signature	Date
_____		_____	_____
Vice President/Designee (Print Name)		Signature	Date
