

UNION COLLEGE

REQUEST TO FILL POSITION

This form must be completed to initiate the process for filling a staff/faculty vacancy, or to create an entirely new staff/faculty position. Please complete this form in its entirety. ***Note: After having obtained the signatures of both the President and Vice President/Dean, please attach the job description for the position and forward this form along with the attached job description to the Coordinator of Personnel Services, 1205 Speed Hall, CPO 3, flsmith@unionky.edu, ext. 1206.**

Position/Title: _____

Department: _____

Position Type:

____ Replacement ____ New Position

____ Full Time ____ Part Time

____ Regular ____ Temporary

Rate of Pay:

____ Hourly \$ _____ (per hour)

____ Salaried \$ _____ (per year)

Funding Source: _____ Account Number: _____

Initiated by: _____ Department: _____ Date: _____

(For Official Use Only)

POSITION REQUEST APPROVAL

President

Date

Vice-President/Dean

Date

V.P. for Business & Financial Services

Date

Dir. for Human Resources

Date