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, tsmith@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

Revised: 11/2011