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