

**STAFF REQUEST AND AUTHORIZATION**

To: Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
From: \_\_\_\_\_ Dept: \_\_\_\_\_

Complete Section 1, 2 or 3 as applicable. Attach a copy of the Performance Program (for vacancy), or a job description (for new position), and a departmental organization chart.

**1. VACANCY** – (See #1 below)                      **check:**    YChange        YNo Change  
Budget Title: \_\_\_\_\_ Local Title: \_\_\_\_\_  
Salary/Grade level: \_\_\_\_\_ Line #: \_\_\_\_\_ FTE: \_\_\_\_\_ Account #: \_\_\_\_\_  
Incumbent: \_\_\_\_\_ Salary: \_\_\_\_\_

Check: Y Resignation    Y Retirement                      Y Promotion  
          Y Other \_\_\_\_\_  
Date position to be vacated: \_\_\_\_\_

**2. NEW POSITION** – (See #2 below)  
Proposed Budget Title: \_\_\_\_\_  
Proposed Local Title: \_\_\_\_\_  
Proposed Salary: \_\_\_\_\_ FTE: \_\_\_\_\_ Account #: \_\_\_\_\_

**3. 70.1 – RECLASSIFICATION\*\***                      Line #: \_\_\_\_\_  
Proposed Budget Title: \_\_\_\_\_  
Proposed Salary: \_\_\_\_\_ FTE: \_\_\_\_\_ Account #: \_\_\_\_\_

<b>***NEW POSITION &amp; RECLASSIFICATION ONLY</b>
***Budget Approval: _____ Date: _____ (VP/Assistant VP, Administration)
***Upon review, Human Resources recommends: Budget Title: _____ Local Title: _____ Salary/Grade Level: _____ Salary: _____
Signature: _____ Date: _____

**AUTHORIZATION**

\_\_\_\_\_  
(Vice President)                      Date: \_\_\_\_\_

\_\_\_\_\_  
(President)                      Date: \_\_\_\_\_



- 1. The VP may waive a review of a vacancy by Human Resources **ONLY** if salary, classification and title(s) remain unchanged.
- 2. New positions must be reviewed by Human Resources.
- 3. The President’s signature is required to authorize a posting and a search.

**\*\* The Vice President & President must approve Authorization for 70.1 Reclassification before reclassification paper work is reviewed.**