



PERSONNEL REQUISITION FORM

1. Home Unit: Date: Position Number:

2. Department Contact: Phone:

3. Request to Staff:

☐ New Position ☐ Position Change ☐ Reclassification/Conversion

☐ Vacant Position *If vacant, provide information regarding person who left the position:*

4. Position at FTE

Months employed/year

5. Anticipated start date:

6. Position Title:

- ☐ Tenured/Tenure Track Faculty ☐ Fixed Term Academic/Research/Professional Faculty
☐ Classified ☐ Academic Wage Appointment or Temporary Academic
☐ Temporary Staff ☐ Limited Duration

7. Job Title:

8. Justification to continue/create/change position:

9. Funding information:

Salary Range or Hourly Rate \$

Index*

% Salary

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<input type="text"/>	<input type="text"/>

10. If appropriate, justification for waiving recruitment and name of potential appointee:

11. Approvals:

Department Head/Director/PI: _____ Date: _____

Dean/Designee: _____ Date: _____

ASBC F&A: _____ Date: _____

*Grant fund requires PI signature, E&G fund requires Department Head or Director Signature