Clear Form

VILLANOVA UNIVERSITY

ADMINISTRATIVE BUDGET COMMITTEE
NEW POSITION REQUEST FORM

Attach a job description detailing the major responsibilities for this position, as well as the duties required to accomplish each of those responsibilities.

New position has been reviewed and graded by Human Resources: Reviewed by HR?

Position Title: _____

Department: _____

Justification for Need: _____

_____

_____

Source of Funding: (Explain Below)

Reallocation of existing budget ☐ New revenue ☐ Entrepreneurial program surplus ☐ Other ☐

_____

_____

Anticipated Start Date: _____

Salary Band: Salary Band Assigned

Hiring Range: _____

Type of Position:

Faculty ☐ Tenure ☐ Non-Tenure ☐

Staff ☐ Exempt ☐ Non-Exempt ☐ Service ☐

Salary Distribution:

Index		Org		Department		Amount		%	
Index		Org		Department		Amount		%	

Supervisor of new position: _____ _____

Name Position Control #

Prepared by: _____ _____ _____

Phone Date

Approved by: _____ _____

Dean or Director Date

Approved by: _____ _____

Vice President Date