

REQUEST TO ESTABLISH A FACULTY POSITION OR REDEFINE A FACULTY POSITION

SECTION I. BUDGET UNIT DIRECTOR

A. POSITION TYPE

FACULTY ADMINISTRATOR/PROFESSIONAL (4001)
FACULTY TEACHING & RESEARCH (4005)

Select one: Establish Faculty Position Redefine Faculty Position

B. POSITION INFORMATION

Department Name:	Orgn(s) (Budget Code):
% of Funding:	Position Number:

PROPOSED: Please answer the following questions (attach separate sheet if necessary)

C. JUSTIFICATION: Why is the new position or change being requested?

D. FUNDING SOURCE: Specify the funding source (ORGN – Budget Code and sub-account) that will be used to fund the position.

	ORGN	SUB-ACCOUNT
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E. ESTIMATED COST: Salary \$ Benefits \$ Other

F. LENGTH OF APPOINTMENT: 10mo 11mo 12mo Other

G. PROPOSED ROLE/FACULTY TITLE:

H. REQUESTED EFFECTIVE DATE:

I. SIGNATURES:

REQUESTED BY:	_____	_____
	BUDGET UNIT DIRECTOR	DATE
RECOMMENDED BY:	_____	_____
	DEAN	DATE
RECOMMENDED BY:	_____	_____
	VICE PRESIDENT	DATE

**IF VP RECOMMENDS: SEND HR-2000 TO HUMAN RESOURCES, WITH A NEW POSITION DESCRIPTION, PHYSICAL REQUIREMENTS WORKSHEET AND ORGANIZATION CHART.
IF NOT RECOMMENDED: VP RETURNS HR-2000 TO THE BUDGET UNIT DIRECTOR.**