## 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 Rec	efine Faculty Position	
B. POSITION INFORMATION		
Department Name:	Orgn(s) (Budget Code):	
% of Funding:	Position Number:	
<b>PROPOSED:</b> Please answer the following questions (attach separate sheet if necessary)		
C. JUSTIFICATION: Why is the new position or change being requested?		
<b>D. FUNDING SOURCE:</b> Specify the funding source (ORGN – Budget Code and sub-account) that will be used to fund		
the position.		
ORGN	SUB-ACCOUNT	
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:		
RECOMMENDED BY:	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.		

SECTION II. DEPARTMENT OF HUMAN RESOURCES ANALYSIS AND COMMENTS:		
<b>RECOMMENDATION:</b> Establish position as follows:		
Position Title Position #		
COMPARABLE SALARY STATISITICS:		
COMPARABLE SALARY RANGE:		
PROPOSED FACULTY (Admin/Prof) SALARY: TECH POSITION:		
RECOMMENDED BY: COMPENSATION MANAGER DATE		
VP FOR HUMAN RESOURCES DATE		
<b>DISTRIBUTION:</b> Human Resources sends HR-2000 to Budget Unit Director. Budget Unit Director prepares budget adjustments for the minimum comparable salary and attaches to the HR-2000 for the Vice President's approval. (See Instructions Attachment)		
SECTION III. APPROVAL (VICE PRESIDENT)		
APPROVED BY: VICE PRESIDENT DATE		
DISTRIBUTION: If approved, Vice President sends HR-2000 to the Budget Office.		
SECTION IV. BUDGET OFFICE (ONLY)		
If Section III is incomplete, this form will be returned to the Vice President without processing by the Budget Office.		
BUDGET OFFICE DATE		
<b>DISTRIBUTION:</b> If approved, Budget Office sends HR-2000 to Human Resources.		
President's signature is required only for positions that (1) require additional funding or (2) increase the Universi employment level.	ty's overall	
PRESIDENT DATE		