# Staff/Faculty Employment Requisition

## Staff Position

**Working Title:**

**Status:**

- Regular full-time
  - Hours (if other than 8 am to 5 pm)
  - Days (if other than Monday through Friday)

- Regular part-time
  - Appointment dates from ______________ through ______________
  - Hours (if other than 8 am to 5 pm)
  - Days (if other than Monday through Friday)

- Temporary full-time
  - Appointment dates from ______________ through ______________
  - Hours (if other than 8 am to 5 pm)
  - Days (if other than Monday through Friday)

- Temporary part-time
  - Appointment from ______________ through ______________
  - Hours from ______________ to ______________
  - Days (if other than Monday through Friday)

- This represents a change to the existing work schedule.

**Job Description:** The summary statement of the position and qualifications on the Position Description Questionnaire (PDQ) serve as the basis for the position vacancy announcement produced by Human Resources (HR). Please review the PDQ for this position through the Cascade system to determine if the description is current and accurate. If so, check the first box below. If you need to make corrections to the existing PDQ, please call the compensation manager at x3296 to obtain access to the electronic document for updating purposes. Then check the appropriate box below. **Note:** If this is a temporary position, please attach a brief summary statement of what tasks will be performed during the temporary assignment.

- I have reviewed the current PDQ for this position and find it to be complete and accurate.
- I have made minor changes to the PDQ for this position that should not affect its current classification.
- I have made significant changes to the existing PDQ and, with the approval of the division vice president, request that the PDQ be reviewed by HR to ensure its appropriate classification. A printed copy of the document with changes highlighted is attached to this requisition.
- This is a newly created position. I have completed a Job Description (template is downloadable at www.ups.edu/humanresources/forms.htm) and request that HR review it for appropriate classification.

## Faculty Position

**Status:**

- Tenure-line
- Visiting
  - 1 Year
  - 2 Year
  - 3 Year
  - 1 Semester

**Rank:**

- Adjunct (Units: ________)
- Instructor
- Potentially renewable
- Non-renewable
- Clinical
- Assistant Professor
- Associate Professor
- Professor

**Teaching Load:**

- Full-time teaching load
- Part-time teaching load (Units: ________)
- Open Rank

- Attach a complete job description to the requisition.
- Please include your proposed “guaranteed consideration date.”

See reverse side for required signatures authorizing approval to fill this position.
Department:

- Currently budgeted position at _____ FTE
- Tuition-funded
- Addition to current departmental staff/faculty
- Self-funded

Budget FOAPAL:

Why is the position vacant and who is vacating this position?

- Leaving university employment (name):
- Transfer/promotion of:
- Leave of absence/sabbatical leave for:

Work location for new hire (building/room #): ____________________________ Phone: ____________________________ CMB#: _______________

Immediate supervisor: __________________________________________________________

Department/search committee representative who will be receiving candidates’ files or interviewing applicants: __________________________
Phone: ____________________________ Email: ____________________________ CMB#: _______________

Authorizing signatures: For regular staff positions, please have the division vice president/dean sign in the appropriate space below. The requisition should then be sent to the Vice President for Finance and Administration who will consult with and obtain presidential approval to fill the position (required for staff positions only). A Human Resources representative will contact the department following receipt of the authorized requisition form from the President’s Office. All tenure-line faculty positions require the signatures of the Academic Vice President/Dean of the University and the President. Non-tenure-line faculty positions require the signature of the Associate Academic Dean. Signatures below authorize filling the position as described.

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Vice President/Associate Academic Dean</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President for Finance and Administration (for staff positions only)</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
</tr>
</tbody>
</table>

FOR HUMAN RESOURCES USE ONLY

Classification Title: ____________________________

- Exempt
- Non-exempt
- Faculty

Requisition number: _____________________________
Position number: _____________________________
Hiring rate: _____________________________
Annual base salary: _____________________________
Actual annual salary: _____________________________
Occupational category: _____________________________
- Benefits eligible
- Not benefits eligible
- Shift differential
- Position budget adjustment
Full-time equivalency (FTE): _____________________________
Work months per year: _____________________________
Work hours per week: _____________________________
Pay months per year: _____________________________

Person Hired: _____________________________
UPSID: _____________________________
Salary Rate: _____________________________

Employment date: _____________________________
Appointment date (if different): _____________________________
- Promotion
- Demotion
- Lateral transfer
- Transfer from (department):
- Promotion
- New Hire
- Rehire
- 6-month initial evaluation period
- 6-month trial period
- Temporary

Comments: _____________________________
______________________________
Human Resources Representative | Date

08/04