



Job Action Form

Directions

This Job Action Form, along with a job description, should be submitted through the proper channels for approval by the appropriate Vice-President(s) prior to proceeding with the employment process. The resident Vice President should consult with the Vice President for Fiscal Affairs to affirm that the desired position is represented in the budget allocated. Once approved, a copy of this form with attachments should be sent to the Department of Human Resources. If the vacancy is advertised externally, the original purchase requisition should be attached.

Position Information

Request initiated by: _____
(Name/Title) _____ Date _____

Department: _____ Telephone _____

1. Request to fill/create: _____ New position _____ Existing position (replacement)
2. Position Information: _____ Executive, Administrative, Managerial _____ Faculty _____ Other
_____ Other Professional (non-faculty) _____ Support Staff

Division/Department

Rank/Title

3. Employment Terms: _____ Academic Year _____ Full-time _____ Regular
_____ Fiscal Year _____ Part-time _____ Temporary _____ End date
_____ Other (explain) _____

4. Rate of pay \$ _____ () per year () per class () per hour

5. Anticipated hire date _____

6. Source of funds: _____ General Institution _____ Federal _____ Other

Amount Budgeted for fiscal year _____
Amount Unbudgeted _____

Approvals (*Print and Sign*)

Vice President of the Division

Date

President

Date

Distribution

_____ Human Resources Office

_____ Vice President for Fiscal Affairs