



# Academic Position Request/FTE Form

**This form must be approved prior to a search.**

The approved Position Request Form must be included with hiring package and submitted to Human Resources. An approved faculty position is in effect for 24 months from date of approval.

Search to begin: \_\_\_\_\_ (month/year)      Campus: \_\_\_\_\_  
 College/Division: \_\_\_\_\_  
 Department: \_\_\_\_\_

Does hire result in FTE baseline being exceeded?    Yes    No      \_\_\_\_\_  
Contact Name/Tel. Number

## Complete for Academic Hires Only (one position per sheet)

**Type of Position:**      **Type of Action:**

Tenure/Tenure-Track       New Position       Faculty Replenishment (Use object code 51308)  
 Non-Tenure-Track       Tenure-Track position replacement for: \_\_\_\_\_  
 Non-Tenure-Track position replacement for: \_\_\_\_\_

## Required Information

_____ <i>Faculty Rank or Position Title</i>	_____ <i>Proposed Salary Range</i>
Source of Funding	_____ <i>Department</i>
	_____ <i>Fund</i>
	_____ <i>Object Code</i>
_____ <i>Proposed Hire Date</i>	<b>FTE for the Position: (check one)</b> <input type="checkbox"/> Full-time, 12 month position ..... 1.00 FTE <input type="checkbox"/> Full-time, 10.5 month position ... 0.8653 FTE <input type="checkbox"/> Full-time, 11 month position ..... 0.0938 FTE <input type="checkbox"/> Full-time, 9 month position ..... 0.75 FTE

## Approval Recommendations

_____ <i>Department Head</i>	_____ <i>Dean/Asst. VP or Director</i>
_____ <i>Date</i>	_____ <i>Date</i>
<input type="checkbox"/> Recurring Funds will be used to support this position - <i>Forward to Vice President/Provost/Chancellor</i> <input type="checkbox"/> Recurring Funds will NOT be used to support this position - <i>Forward to Budget Office**</i> **Explain Funding source if recurring funds will not support this position _____ _____ What specific adjustments will be made in the future to enable this position to be sustained if resources levels further decline? _____	

## For Budget Office Use Only

Budget Office Comments: \_\_\_\_\_

\_\_\_\_\_   
*Budget Office Approval*      \_\_\_\_\_   
*Date*

## Approval

\_\_\_\_\_   
*Vice President/Provost/Chancellor*      \_\_\_\_\_   
*Date*