

POSITION REQUEST FORM
Benefits-Eligible Faculty Position

CREATE NEW POSITION

Request is to create a new faculty position when it is determined that there is a need in the department or section.

POSITION INFORMATION TAB – HEADER SECTION

1. **Requested Action:** Create New Position
2. **Type of Position:** Faculty
3. **Benefits-Eligibility:** Benefits Eligible
4. **Staff Replacement:** Check "No"
5. **Position #:** (Leave Blank)

SECTION 1 – DEPARTMENT AND CONTACT INFORMATION

6. **Campus:** HR730
HR783
7. **Division:** Division Code; Division Name populates from PS
8. **College:** College Code; College Name populates from PS
9. **Department:** Department Code; Dept Name populates from PS
10. **Department Contact:** Employee ID of individual in department to contact regarding position; defaults to the preparer
11. **Phone:** Contact Phone populates from PS
12. **E-mail Address:** Contact E-mail Address populates from PS

SECTION 2 – POSITION INFORMATION

13. **Previous/Current Incumbent's Name and EMPL ID:** (Leave Blank)
14. **Current:** (Leave Blank)
15. **Proposed Position #:** (Leave Blank)
16. **Title:** Requested Faculty Title
17. **Job Code:** Requested Faculty Job Code
18. **Salary Plan:** FAC Faculty
19. **Salary Grade:** UNG Ungraded
20. **FTE:** Requested FTE
21. **Head Count:** Requested Head Count
22. **Annual Salary:** Estimated Annual Salary
23. **Effective Date:** Target Date of Hire

Head Count is the number of authorized incumbents for a position. The Head Count for a benefits-eligible position is always 1.

Target Dates of Hire are not retroactive.

FACULTY AFFAIRS USE ONLY

Faculty Affairs verifies approvals, completes the approved attributes; signs the Position Request and creates the new position in PeopleSoft HRMS.

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SECTION 2 – POSITION INFORMATION (CONTINUED)

24. **Security Sensitive:** Check "No"
25. **Remarks:** Describe the requested action and provide additional information as necessary.

BUDGET AND FUNDING INFO TAB

SECTION 3 – POSITION BUDGET AND FUNDING INFORMATION

26. **FTE:** FTE Requested
27. **Head Count:** 1
28. **Total FTE:** FTE Requested * Head Count (1)
29. **Adds to FTE Count:** Yes

(Instructions for the remainder of this Section to be provided by the Budget Office)

SECTION 4 – SIGNATURES AND APPROVALS

30. **Approvals Required:** Preparer
(According to Action Requested) Department Business Administrator
College/Division Business Administrator
Dean/Director/PI
Assoc/Asst Vice President
Vice President
Provost

The Position Request must have all appropriate approvals *before* it is submitted to Faculty Affairs. Documents lacking appropriate approvals will be re-routed to the necessary parties *before* any action is taken on the position.

SECTION 5 – JOB POSTING DATA

(No action required)