PCN: 000      Requested by:       Department:       Phone:

# ESTABLISH, REFILL and/or RECLASSIFY POSITION

 [ ]  ***Establish New Position*** Proposed Title and Rank:       Bargaining unit:

 [ ]  ***Refill Vacant Position***  Prior incumbent:       Date vacated:

 Title and Rank:       Current Salary: $      B.U.:

 [ ]  ***Reclassification of this vacancy is also being requested***:

 Proposed Title and Rank:       Proposed salary: $      B.U.:

**OTHER POSITION(S) ACTION (for current incumbents)**

[ ]  Reclassification / Promotion [ ]  In-rank Adjustment [ ]  TSHC (Classified)

 [ ]  Retention Bonus [ ]  Inequity salary adjustment [ ]  10.6 adjustment (SUOAF)

Employee:       Current Title/Rank/Salary:       $

Proposed Title/Rank:       Proposed Salary adjustment: $

**FOR ALL REQUESTS**

***A written justification is required for all requests. Please attach the current job description and organizational chart to all requests to refill positions other than AAUP. Establishment of new positions and reclassification requests should include a proposed job description.***

 ***All requests must include an explanation of how the transaction will be funded.***

Proposed Start Date (on pay period):       F/T or P/T  # Hrs/Wk:

Appt Type:  Appt Length:

**AAUP ONLY**: Appt Type:  ***If Special Appt,*** *p*er Art. 4.8.2,Type:

Defined Term (Coaches only):       Banner Index

Salary range minimum $      Salary range maximum: $      Proposed starting salary: $

**JUSTIFICATION. Include specific explanation of how this request will be funded.**

***(Attach additional sheet if necessary)***

***This request and the proposed funding plan are appropriate to support the needs of the Department.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean/Supervisor Date Provost/VP/Chief Date**

***Funds are available to support the above request. Classification/compensation is appropriate.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Budget Director/Chief Financial Officer Date Chief HR Officer Date**