



Date Initiated: _____

APPROVAL TO FILL/CREATE A POSITION & INITIATE THE HIRING PROCESS

Section 1-3 to be completed by the hiring authority Part-time staff requests will only need to be completed through Step 6 and do not require a vice president approval.

Section 1 – Position to Fill/Create

Requested Title or Existing Title: _____

Position Type: Faculty Tenure Track Faculty Non-Tenure Track Staff/Executive Part-time

Select one of the following:

- a. Filling an existing vacancy at current level Current Position #: _____ Current Grade: _____
- b. Filling an existing vacancy at a revised position level Position #: _____ Proposed Salary Grade: _____
- c. Creating a new position Proposed Salary Grade: _____

Section 2-Position Description/Other Materials Needed

Submit position description with this form. When creating a new position description go to <http://www.uvu.edu/hr/forms/index.html> for form. If this is an existing position description go to: www.uvu.edu/hr/positiondescriptions and print the position description located in the Position Description Warehouse.

Identify other materials required for submission along with the application: _____

Section 3-Proposed Funding Source

Change to an existing position Proposed funding plan: _____

Implement a new position Proposed funding plan: _____

Section 4-Required Approvals

First Level Approval Levels-apply as needed for the position. (The creation of an executive position requires the signature of the President. New positions require Vice President signature, if created outside of the PBA process. Replacement positions require Vice President signature).

1st Level Leader: _____
Printed Name Signature Date

2nd Level Leader: _____
Printed Name Signature Date

Executive Level Leader: _____
Printed Name Signature Date

Section 5-To be completed by Human Resources and a vice president for new or revised positions only [All data within this section has Vice Presidential approval via the Job Slotting Committee (JSC) member, unless it is benchmark position. If a faculty position or an executive position, no JSC approval required.]

FLSA Classification: Exempt Nonexempt Executive Faculty No Change

Benchmarked Grade: _____ Slotted Grade: _____ Salary Range: _____

Assigned Title: _____ Position Control #: _____

Comments: _____

Executive Director of Human Resources: _____ Date: _____

Vice President: _____ Date: _____

Section 6- To be completed by the Budget Office

Funding plan for position: _____

Budget Office: _____
Printed Name Signature Date

Section 7- Final Approval Required (Only to be signed if an executive position)

President: (for executive positions only) _____
Printed Name Signature Date

Final Action Required: Job approved for posting once form is returned and date stamped in the Human Resources-Compensation Group located in BA 110.