



REQUEST TO FILL UNCLASSIFIED POSITION VACANCY

This form must be used for all academic unclassified positions requiring a class and slot regardless of source of funds. This does not apply to part-time, unslotted positions or to classified positions.

UNIT ACCOUNT NO. \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

Person who previously occupied this vacant position or who is vacating the position:

NAME \_\_\_\_\_ CLASS \_\_\_\_\_ SLOT \_\_\_\_\_

REASON FOR THIS VACANCY \_\_\_\_\_ DATE OF VACANCY \_\_\_\_\_

CURRENT SALARY LEVEL FOR THIS POSITION \$ \_\_\_\_\_ Specify Source of Funds (State, Federal, Other)

BASIS \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

EXPECTED SALARY LEVEL FOR THIS POSITION \$ \_\_\_\_\_ Specify Source of Funds (State, Federal, Other)

BASIS \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

[ ] CHECK HERE IF INDIVIDUAL NAMED ABOVE IS TO BE "REAPPOINTED."

If expected salary level for replacement is higher than current or previous salary level, explain how additional level will be achieved through internal reallocation of unit resources.

Justification for filling this vacancy or expected vacancy within present academic unit.

APPROVALS: \_\_\_\_\_ DEPARTMENT HEAD

\_\_\_\_\_ DEAN

\_\_\_\_\_ VICE CHANCELLOR

\_\_\_\_\_ CHANCELLOR

DATA CHECKS AND APPROVALS:

PERSONNEL

BUDGET

PRESIDENT