**INSTRUCTIONS:** *Please work with your Executive Director/Unit Head to answer questions that relate to your cluster’s budget. Completed forms should be submitted by the Executive Director/Unit Head to VCEI Na’ilah Nasir with the subject header “Position Request – [Unit Initials],” with copies to AVC/Chief of Staff Mia Settles-Tidwell, CFO/CAO Chris Mount, and HR Manager/CUA Debbie Fong. Please allow 5–7 business days for review and approval. A single form for multiple positions can be submitted for limited appointments with the same payroll title and funding source.*

**Request and Contact Information**

|  |  |  |
| --- | --- | --- |
| Name (Manager):  | Phone: | Email: |
| Program: | AVC or Unit Head Approval (required): |

Cluster (L4): [ ]  CCCET [ ]  CE3 [ ]  CEP [ ]  DSP [ ]  HIFIS [ ]  OGD [ ]  PPFP [ ]  VCEI

**Position Information**

**Status (check all that apply):**

 [ ]  New position [ ]  Career position [ ]  Filling Vacant Position

 [ ]  Limited Appointment [Duration: ]

 [ ]  Employment Contract [Duration: ] [ ]  Contract Extension [Duration: ]

Total # of positions:

|  |  |
| --- | --- |
| Job Code: | Job Title: |
| Salary Grade (PPSM): | Salary Range or Steps: | Appointment % of Time: |
| **Funding Source(s)—please check all that apply and specify the percentage of time on the funding source:**[ ]  Central (General Funds, Other State, Student Fees, etc.): \_\_\_\_ % appointmentChartstring(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Gifts / Endowments: \_\_\_\_ % Chartstring(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Business Contracts: \_\_\_\_ % Chartstring(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Auxiliaries: \_\_\_\_%Please identify if any of the above funds are restricted or designated and provide a brief description:[ ]  Restricted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Designated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Review by your Financial Analyst (FA) to verify funding for position (salary + benefits) is required:[ ]  Full funding for the position is available for the time period specified [ ]  Funding for the proposed position does/does not put the cluster (L4 level) above the FY15 staff salary level. Financial Analyst Name:       FA Review Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Comments/Reason for Decision:       |
| **How is this position critical to the functioning of the unit and aligned to the E&I Division’s priorities? Check the appropriate box(es) below:**[ ]  There are no other options available through reassignment or reconfiguration.[ ]  The position is legally mandated and a decision not to fill the position would result in penalties to the  campus.[ ]  Failure to fill the position would result in reputational, financial, or organizational risk.[ ]  Failure to fill the position would result in a loss of funding from sources other than contracts and  grants.[ ]  For business contracts: position is essential to the execution of the business contract (completing all  deliverables) or FTE are specified in contract. **Please provide a brief explanation of why you checked any of the above:** |

|  |
| --- |
| **Describe any efforts you or your Unit Head have made to redistribute work to other positions in the unit or looked at staffing alternatives across organizational boundaries.** |
| **How will this hire affect your cluster’s ability to meet the staff salary target, as outlined in your cluster’s 2017 budget submission?** |

**VCEI Decision *(office use only)***

[ ]  Approved [ ]  Denied [ ]  Delay hiring until:       [ ]  Additional Information Needed

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Vice Chancellor Date