**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.): \_\_\_\_ % appointment  Chartstring(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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor Date