**INSTRUCTIONS:** *Please work with your Executive Director to answer questions that relate to your cluster’s budget. Completed forms should be submitted by the Executive Director to VCEI Oscar Dubón with the subject header “Position Request – [Unit Initials],” with copies to AVC/Chief of Staff Mia Settles-Tidwell, AVC Marsha Jaeger, 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 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:         |
| **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 and describe any efforts you or your Unit Head has made to redistribute work to other positions in the unit. Have you considered staffing alternatives across organizational boundaries?**      |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please select one of the following statements that best describes your funding for this position:**[ ]  Funding for this position is fully budgeted in CalPlanning for FY18[ ]  The position was not included in CalPlanning for FY18 but the unit has secured new revenue that will fully cover the position. Please describe the new funding:      [ ]  The position was not included in CalPlanning for FY18 but the cluster will offset the full cost of the position with adjustments elsewhere. Fill out the following table and please provide an explanation of how the actions will offset the expense of the new position:

|  |  |  |
| --- | --- | --- |
| Dept ID | Cost savings measure *(choose from drop-down menu below)* | Savings amount |
|       |  |       |
|       |  |       |
|       |  |       |

Total savings: $     Details on the actions listed above:        |
| 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 this position is fully budgeted in CalPlanning for FY18 Financial Analyst Name:       FA Review Completed:      Comments:       |

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

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

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

Vice Chancellor Date