**Instructions for Academic Affairs Area Staffing Request Forms**

1. Three new forms will be used to manage the process for requesting to (a) fill full-time teaching faculty positions, (b) fill or modify an administrative faculty position, or (c) fill a classified or wage position. Once completed, the form is sent to the Provost for review and a decision.

2. The three forms are internal documents for the Academic Affairs area and are designed provide a record of position requests made and the decisions regarding those requests. The forms will fit into the overall position requisition workflow process in the following ways:

A. **Teaching Faculty Position Requests** – The Provost must approve the Instructional Faculty Position Request request before the official university personnel requisition form is initiated. The College Dean initiates this request. The Provost will send a copy of the approved Faculty Position Request to Virginia Irvin, who will prepare and circulate the official university faculty personnel requisition. The requesting College Dean will also receive a copy of the approved form. Once all levels of approval are obtained (HR, the Budget Office, etc.), the requesting College Dean will be notified.

B. **Administrative Position Requests** – Before contacting the Office of Human Resources about initiating a requisition to hire or modify an administrative position, an Academic Affairs area hiring manager must submit the “Request to Fill or Alter Administrative Position” form to the Provost. For the purposes of this process, the term “hiring manager” refers to someone who reports directly to the Provost. (In other words, a unit head in the Enrollment and Student Services area would make a request to the Associate Provost for Enrollment management; if the Associate Provost supports the request, the Associate Provost would initiate the necessary form and send it to the Provost.) Once the Provost approves the administrative personnel action, the hiring manager will be informed, provided an approved copy of the request form, and instructed to contact the Office of Human Resources in order for that office to initiate the administrative position requisition process.

C. **Classified and Wage Position Requests** – Before contacting the Office of Human Resources about initiating a requisition to hire a classified or wage position, an Academic Affairs area hiring manager must submit the “Request to Fill Classified or Wage Position” form to the Provost. For the purposes of this process, the term “hiring manager” refers to someone who reports directly to the Provost. (For example, a department chair would make a request to the College Dean; if the Dean supports the request, she/he would initiate the necessary form and send it to the Provost.) Once the Provost approves the classified or wage position request, the hiring manager will be informed, provided an approved copy of the request form, and instructed to contact the Office of Human Resources in order for that office to initiate the classified or wage position requisition process. *Note: any action to modify an existing classified or wage position that would involve a change in pay must be handled via the In-band Adjustment Process.*

3. In instances where the Provost does not approve a requested position action, the reasons for the denial will be recorded in the appropriate blank on the form and a copy of the form will be returned to the initiating hiring manager.