## Request to Fill Classified or Wage Position


# Office of the Provost

|  |
| --- |
| Position Details |
| Date of Request: |  |
| Office/Department/Program: |  |
| Title of Position: |  |
|  |
|  | [ ]  | Fill Existing Position | [ ]  | Create New Position | [ ]  | Transfer Existing Position to New Department |
|  | [ ]  | Classified, Full-time | [ ]  | Classified, Part-time | [ ]  | Wage |
| Salary Range/Hourly Rate: |  | Starting Date: |  |
| Note: for wage position, indicate hourly rate and number of hours requested up to 1500 |
| If Filling Existing Position, Name of Person Being Replaced:  |  |
| Justification of Position Action: |
|  |
| **Email Completed Request to Jonathan Levin at** **jlevin@umw.edu** |
| Signature of Hiring Manager who reports to the Provost | Date |
|  |
| Provost Approval |
|  | [ ]  | Approved |
|  | [ ]  | Rejected |
| Comments: |
|  |
|  |  |
| Provost Signature | Date |

**\*After Provost review, copies of the form are sent to requesting Hiring Manager and John Morello. If request is approved, Hiring Manager contacts the Recruitment Manager in the HR Office to initiate recruiting process.**