**Position Approval Form**

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| **Section 1: Position Information** |
| Position Title: | Click here to enter text. | Department: | Click here to enter text. |
| Classification: | Staff: [ ] Exempt [ ]  or Non-Exempt [ ]  | Faculty: [ ] # of Months Contracted: Click here to enter text. |
| Status:  | Full-time: [ ]  Part-time: [ ]  | Number of Hours/Week: Click here to enter text. |
| Type of Position: | New: [ ]  Replacement: [ ]   | (Incumbent’s Name: Click here to enter text.) |
| Proposed pay rate: | $ Click here to enter text. | G/L account to be charged: Click here to enter text. |
| Advertising Options: | Fayette (Mandatory) [ ]  Columbia Tribune [ ]  Glasgow Missourian [ ] Boonville Daily News [ ]  Moberly Monitor-Index [ ]  HigherEdJobs.com [ ] **Billing Code for Advertisement**: Click here to enter text. |
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| **Section 2: Position Justification**If this is a new position, please provide an explanation why this position is necessary (i.e., increased workload, to provide a new or enhanced service, etc.). Attach additional documentation if necessary.Click here to enter text. |

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| **Section 3: Human Resources Approval**Job Description Approved: ­ ­**\_\_\_** Yes **\_\_\_** No Approved Pay Rate: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Director of Human Resources Date |

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| **Section 4: Finance Approval****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Vice President for Finance & Administration Date |