INSTRUCTIONS: All hiring managers must complete this form to obtain authorization in advance of posting new or vacant staff positions that are funded by University baseline, fiscal funds or departmental income funds. Upon completion, this form should be submitted to Marcia Davies, 208 Administration Building.

SECTION 1: Department Information

| Date: ___________________________ |
| Director: ____________________________________________________________________________ |
| Department: _________________________________________________________________________ |
| Executive Director: ____________________________________________________________________ |
| Director’s Email and Phone: _____________________________________________________________ |

SECTION 2: Position Information

| Position Title: ___________________________ | Position #: ____________________ |
| Classification: __________________________ |
| Funding: □ Baseline □ Fiscal □ Income-Funded □ Externally-Funded |
| FOAP: _____________________________________________________________________ |
| Reason for Vacancy: □ Resignation □ Retirement □ Secondment □ Maternity leave □ Other leave |

SECTION 3: Justification For Posting

Describe why filling this position is necessary. Describe efforts made to gain efficiencies, reorganize your unit and/or share your resources across student affairs units. (Attach additional sheet, if needed.)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

□ Current Job Description Attached

Continued on next page...
Comments on How Job Description May be Revised.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

SECTION 4: Additional Information

☐ Current and/or Proposed Organizational Chart(s) Attached

Additional Relevant Information:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

SECTION 5: Signatures

Director’s Signature: _______________________________     Date: _____________________________

Executive Director’s Signature: _______________________________     Date: _____________________

Comments: ___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

☐ Position approved for posting     ☐ Position not approved for posting at this time

Vice-Provost (Students) Comments:________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Vice-Provost (Students) Signature: ___________________________     Date: ______________________

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