



**INSTRUCTIONS:** All vacant positions within Student Affairs require authorization to post and fill. Please submit this form to **Marcia Davies, 208 Administration Building, [marci.davies@umanitoba.ca](mailto:marci.davies@umanitoba.ca)**

**SECTION 1: Department Information**

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Department: \_\_\_\_\_

Executive Director: \_\_\_\_\_

**SECTION 2: Position Information**

Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_

Classification: \_\_\_\_\_

Funding:  Permanent  Short-Term  Income-Funded  Externally-Funded  
 Project: ending \_\_\_\_\_

FOAP: \_\_\_\_\_

Reason for Vacancy:

Resignation  Retirement  Secondment  Maternity/Paternity Leave  
 Backfill  New Position  RSL  Sick Leave/LTD  Other Leave: \_\_\_\_\_

Current/Previous Incumbent: \_\_\_\_\_

Describe the reason for the vacancy \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**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.

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Current Job Description Attached

Comments on How Job Description May be Revised: \_\_\_\_\_

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**SECTION 4: Additional Information**

Current and/or Proposed Organizational Chart(s) Attached

Additional Relevant Information: \_\_\_\_\_

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**SECTION 5: Signatures**

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Vice-Provost (Students) Comments: \_\_\_\_\_

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Vice-Provost (Students) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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