



STUDENT AFFAIRS VACANCY MANAGEMENT APPROVAL FORM

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.

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

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

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