### Section 1: Job Description
- ☐ Job description was updated in consultation with Division Head
- ☐ Job description was approved by HR
- ☐ HR has determined salary range based on the updated job description: ____________ to ____________

### Section 2: Vacancy Type
- ☐ Existing Position/ Same (position was vacated and seeking to make no changes to the position to refill)
- ☐ Existing Position/ Modified (position was vacated and seeking to make changes to the position such as title, responsibilities, etc.)
- ☐ New Position (position is a new/ additional position to be filled)

### Section 3: Position Info
- **Position Title:** ____________________________________________
- **Classification:**
  - ☐ Administrator (61101)
  - ☐ Staff (61201)
  - ☐ Adjunct Faculty (61006)
  - ☐ Scholar/ Post-Doc (61009)
  - ☐ Casual (61401)
  - ☐ Visiting Faculty (61004)
  - ☐ Faculty (61001)
  - ☐ Faculty Assoc/ Senior Faculty Assoc (61005)
- **Department:** ____________________________
- **GL Account Number (80 or 90):** ____________________________
- **Hourly Rate (Non-Exempt):** ________
- **Annual Salary (Exempt):** ____________
- **Budgeted Rate or Salary:** ____________
- If a gap exists between proposed versus budgeted cost, how will you fill the gap within your department budget: _______________________________________________________________________________________________
- **FTE:** ____________
- **Employee’s Scheduled Weekly Hours:**
  - ☐ 35
  - ☐ 40
  - ☐ Other ____________
- **Employment Cycle (if position is less than 12 months, indicate employment period):** _________________ to _________________
- **Faculty Position Type:**
  - ☐ Academic Year
  - ☐ Fall Semester
  - ☐ Spring Semester
  - ☐ Other ________________

### Section 5: Authorization (Required Signatures)
1. Department Head/ Budget Manager: ____________________________ Date: ______________
2. Finance/ Head of Budgets and Planning: ____________________________ Date: ______________
3. Human Resources/ Head of HR: ____________________________ Date: ______________
4. Division Head: ____________________________________________ Date: ______________
5. President: ____________________________________________ Date: ______________

### Section 6: Human Resources Processing (Completed by HR Staff)
- **HR Process Date:** ________________
- **HR Staff Name & Initials:** ____________________________________________
- **Position ID #:** ____________________________________________
- **Dept Abbreviation** | **Object Code (3 digit)** | **Title Abbreviation**

- **Non-Faculty Position Type (# of Pay Cycles):** ________________
  - **Pay Cycle:**
    - ☐ EX
    - ☐ EP
  - ☐ Job Ad drafted, approved by Hiring Manager, and posted in ATS
  - ☐ Job Ad graphic created and shared with Hiring Manager, Division Head, Head of HR
- **Additional Notes:** ____________________________________________