

Position Approval Form

Hampshire College *Office of Human Resources*

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 _____ Incumbent: _____

Employment Cycle (if position is less than 12 months, indicate employment period): _____ to _____

Faculty Position Type: Academic Year Fall Semester Spring Semester Other _____

All applicable areas of the form must be complete prior to submitting for approval.

Once complete, please forward the form to the positions outlined on the second page in the order listed.

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: _____