

Request to Fill or Create Position

To: Office of the Vice President and Associate Provost for Research
CC: Cara Ellis McCarthy, Assistant Vice President, Research Initiatives

From:

Name

Title

Date:

Subject: Request to Fill/Create Position

Position Title

Department

POSITION DETAILS

Position Title

Salary Grade

Hourly Rate or Salary Range

Percent Time

FILLING AN EXISTENT VACANT POSITION

REQUESTING A NEW POSITION

If you are making changes to an existing position, please explain:

JUSTIFICATION FOR THE POSITION

FUNDING

Is funding contingent on grant or other internal or external funding? If so, this must be part of the terms of the position, included in the offer, and specified in the offer letter. Is the position revenue generating? If you have a potential candidate already, are they here on a visa or will they require sponsorship?

EFFECTIVE DATES

Include the end date if this is a contract position. For contract positions, the end date must also be included in the offer and specified in the offer letter.

Start Date	End Date, if any	Is this position renewable?	Yes	No
.....				

Name

Signature

Vice President and Associate Provost for Research

University Provost