

POSITION REQUEST FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Position will be funded with existing department/unit funds

Position funding is requested from VC Central Salary funds

Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, a copy of this form will be returned to the hiring unit.

Effective Date(s): Beginning Date: _____ Ending Date: _____

Contact Name: _____ Phone #: _____ Email: _____

Position: _____ Classification: _____

Proposed Position Rank/Title: _____ Position ID: _____

Appointment Type: _____ Months of Appointment: _____ Salary Basis: _____

FTE: _____ Salary Rate (maximum salary rate to be offered: _____ Total FY/Annual Cost: _____

If replacement, previous rank/title: _____ Prior incumbent: _____

Hiring Department/Unit: _____ College/Unit: _____

AIS Budget Purpose #(s): _____

Security/Safety Sensitive: _____

Is proposed hire a SURS retiree? _____ If yes, please provide both of the following forms and attach to this request.

Proposal for Re-Employment of a SURS Employer Retiree- <http://eforms.siu.edu/siuforms/info/hro1087.php> and Statement of Applicant's State Universities Retirement System (SURS) Annuity Status- <http://eforms.siu.edu/siuforms/info/hro1086.php>

Has the proposed selected individual been employed at SIU Carbondale (including student employment) within the past 12 months? Yes No

If Yes, in what type of appointment? _____

Comments (rationale, explanation, specialty factors, etc.):

Recommendation:

_____	_____	<input type="checkbox"/> Approved	_____	_____	<input type="checkbox"/> Approved
Chair/Fiscal Officer	Date	<input type="checkbox"/> Not Approved	Dean/Director	Date	<input type="checkbox"/> Not Approved
_____	_____	<input type="checkbox"/> Approved	_____	_____	<input type="checkbox"/> Approved
Vice Chancellor/Provost	Date	<input type="checkbox"/> Not Approved	Chancellor (if applicable)	Date	<input type="checkbox"/> Not Approved
_____	_____	<input type="checkbox"/> Approved			
President (if applicable)	Date	<input type="checkbox"/> Not Approved			