**Division of Academic Affairs**

**Request to Fill a Vacancy, Change a Position, or Create a New Position**

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| --- | --- |
| College or Area: | |
| Submitted by (name): | Department: |
| Contact Number: | Position Number: |

**Position Data**

|  |  |
| --- | --- |
| ❒**Vacant Position**  ❒**New Position** ❒**Reclassification or Promotion** | |
| Position Title: | Position Budget: |
| Date position became vacant: | Date Separation Entered into MSS: |
| Current or Previous Incumbent (name): | Current or Previous Incumbent Salary: |
| Anticipated Salary: | Funding Source: |

**Administrative Use for Faculty**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Anticipated Start of Contract | CIP Code | Faculty Rank | | CUPA Salary | % of CUPA |
| Each Semester | Sections | | Seats per Section | | Location: |

**Justification Narrative:**

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VP, Dean, or Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_