

New/Update Position Request Academic Personnel

Date _____

Requestor _____

Division _____

Department _____

Extension _____

Effective Date of Position _____

Tableau has been checked to confirm a position number with the same funding source and job code does not already exist.

Position Information

☐ Full-Time
(Please check one)

☐ Part-Time

☐ Time Base _____ RU _____

Funding Source _____ - _____ - _____ - _____ - _____
(Chartfield string) Acct Fund Dept ID Program Class

Position Classification

- ☐ Head Coach - 12 month (2373)
- ☐ Head Coach - AY (2375)
- ☐ Coach - 12 month (2376)
- ☐ Coach - AY (2378)
- ☐ Coach Assistant - AY (2384)
- ☐ Counselor - AY (2341)
- ☐ Counselor - 12 month (2342)
- ☐ Faculty Addtl Appt (2403)

- ☐ Graduate Assistant (2355)
- ☐ Instructional Faculty - AY (2360)
- ☐ Instructional Faculty - 12 MO (2361)
- ☐ Lecturer (2358)
- ☐ Lecturer - 12 month (2359)
- ☐ Librarian - Supervisor (2914)
- ☐ Librarian - 12 month (2920)
- ☐ SSP I - 12 month (3070)

- ☐ SSP I - AY (3071)
- ☐ SSP II - 12 month (3072)
- ☐ SSP II - AY (3073)
- ☐ SSP III - 12 month (3074)
- ☐ SSP III - AY (3075)
- ☐ Special Consultant (4662)
- ☐ Teaching Associate - AY (2354)
- ☐ Other _____

Special Instructions:

Reports To (HEERA Manager):

Instructions:

1. Submit original request to Budget Planning & Analysis via SmartSheet portal
2. A copy will be returned to Department with new position number

Note: Peoplesoft position number is required on all 717 when submitted to Faculty Affairs.

BP&A USE ONLY

Position number _____ Reporting Unit _____

Jobcode _____ Title _____

Account Code _____