



## New 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.

<b>Position Information</b>
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Full-Time (Please check one)     
  Part-Time     
  Time Base \_\_\_\_\_ RU \_\_\_\_\_

**Funding Source (Chartfield string)**     
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Acct                      Fund                      Dept ID                      Program                      Class

<b>Position Classification</b>
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- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Head Coach - 12 month (2373)<br><input type="checkbox"/> Head Coach - AY (2375)<br><input type="checkbox"/> Coach - 12 month (2376)<br><input type="checkbox"/> Coach - AY (2378)<br><input type="checkbox"/> Coach Assistant - AY (2384)<br><input type="checkbox"/> Counselor - AY (2341)<br><input type="checkbox"/> Counselor - 12 month (2342)<br><input type="checkbox"/> Faculty Addtl Appt (2403) | <input type="checkbox"/> Graduate Assistant (2355)<br><input type="checkbox"/> Instructional Faculty - AY (2360)<br><input type="checkbox"/> Instructional Faculty - 12 MO (2361)<br><input type="checkbox"/> Lecturer (2358)<br><input type="checkbox"/> Lecturer - 12 month (2359)<br><input type="checkbox"/> Librarian - Supervisor (2914)<br><input type="checkbox"/> Librarian - 12 month (2920)<br><input type="checkbox"/> SSP I - 12 month (3070) | <input type="checkbox"/> SSP I - AY (3071)<br><input type="checkbox"/> SSP II - 12 month (3072)<br><input type="checkbox"/> SSP II - AY (3073)<br><input type="checkbox"/> SSP III - 12 month (3074)<br><input type="checkbox"/> SSP III - AY (3075)<br><input type="checkbox"/> Special Consultant (4660)<br><input type="checkbox"/> Teaching Associate - AY (2354)<br><input type="checkbox"/> Other _____ |
|--|--|---|

**Special Instructions:**

**Instructions:**

1. Submit original request to Budget Services
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.

<b>BUDGET USE ONLY</b>	
Position number _____	Reporting Unit _____
Jobcode _____	Title _____
Account Code _____	