



New Position Request
Academic Personnel

Date _____

Requestor _____

Division _____

Department _____

Extension _____

Effective Date of Position _____

Position Information

Full-Time (Please check one)

Part-Time

Time Base _____

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)
Extra Quarter Faculty (2368)
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 (4660)
Teaching Associate - AY (2354)
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.

BUDGET USE ONLY
Position number _____ Reporting Unit _____
Jobcode _____ Title _____
Account Code _____