**Position Approval Form**

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| **Section 1: Position Information** | | | |
| Position Title: | Click here to enter text. | Department: | Click here to enter text. |
| Classification: | Staff:  Exempt  or Non-Exempt | Faculty:  # of Months Contracted: Click here to enter text. | |
| Status: | Full-time:  Part-time: | Number of Hours/Week: Click here to enter text. | |
| Type of Position: | New:  Replacement: | (Incumbent’s Name: Click here to enter text.) | |
| Proposed pay rate: | $ Click here to enter text. | G/L account to be charged: Click here to enter text. | |
| Advertising Options: | Fayette (Mandatory)  Columbia Tribune  Glasgow Missourian  Boonville Daily News  Moberly Monitor-Index  HigherEdJobs.com  **Billing Code for Advertisement**: Click here to enter text. | | |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Requestor’s Signature Date  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Senior Staff Date | | | |

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| **Section 2: Position Justification**  If this is a new position, please provide an explanation why this position is necessary (i.e., increased workload, to provide a new or enhanced service, etc.). Attach additional documentation if necessary.  Click here to enter text. |

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| **Section 3: Human Resources Approval**  Job Description Approved: ­ ­**\_\_\_** Yes **\_\_\_** No Approved Pay Rate: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Director of Human Resources Date |

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| **Section 4: Finance Approval**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Vice President for Finance & Administration Date |