

New Position/ Version Request

HUMAN RESOURCES

Department Name: _____ Contact Person: _____ Date Initiated: _____

Contact Phone: _____ Email: _____ Fax: _____

Position Type: ☐ Faculty ☐ Admin Professional ☐ State Classified ☐ Classified Hourly

Appointment Type: ☐ Regular ☐ Special ☐ Temp Fund Source(s): _____

New Position/Version Title: _____ Class Code: _____ Effective Date: _____

Position Specialty Description _____

If applicable, name/title of person performing some/all of the duties: _____ (attach explanation)

NOTE: If this position is to accommodate an individual replacing a Tenure/Tenure Track faculty member or an employee in the Research Associate/Research Scientist/Scholar categories who is either terminating or, in the case of a faculty member, on a Transitional appointment, and overlap in the position is required at a level different from the existing position, please complete the following:

Existing Pos No: _____ Version: _____ Termination or Transitional End Date: _____

Current Incumbent: _____ Position Title/Class Code: _____

Approval Signatures:

Unit: _____ Date: _____

Required for all positions

Dept Head/Director: _____ Date: _____

Required for all positions

Dean: _____ Date: _____

See instructions on reverse side

Provost/VP: _____ Date: _____

See instructions on reverse side

For HR Use Only - A/P Positions: Approved by: _____ Date: _____ Exemption Criteria _____

(a) Officers and their Exec Assts; Deans/Directors/Chairs/Professionals in Academic and Academic support positions; Heads of Administrative or Academic Departments and their professional subordinates; BOG prof program/policy staff

(d) Heads of functions/residence halls of educ inst supported primarily by student fees/charges and their professional staff

(e) Heads and professional staff of intercollegiate athletics

(f) Officers and professional staff of the CSU Board of Governors

(h) Heads of and their professional staff involved in research/grant projects; initial appt of other grant-funded staff

Comments (HRS # [yy-xxx], special instructions, etc.): _____

Date Input: _____ Initials: _____ Dept. Notified: _____

HR System Position Number: _____ Version: _____

1. “Positions” are required for appointments of all State Classified, all Administrative Professional and all Regular Academic Faculty. Each “position” is assigned a unique number.

- A “New Position/Version Request/Approval Form” must be completed for all new positions requiring numbers. All requested information must be provided, including position and appointment type, source of funding and required signatures. If the job duties are currently being performed in whole or in part by an existing employee, you must provide the name and job title of the individual and attach an explanation.
- In cases where Special or Temporary appointments are used to replace tenure/tenure track Academic Faculty, the appointments should be made to the authorized Academic Faculty position.
- A job description, education and experience requirements, and an organization chart showing the proposed position and the names/job titles of other positions within the department, must be attached to the “New Position/Version Request/Approval Form” for all new Administrative Professional positions. If the duties are currently being performed in whole or in part by a State Classified employee, notify the Director of the Human Resource Department immediately. Movement from a State Classified position to an Administrative Professional position requires the consent of the current incumbent. In addition to University approvals, Human Resource Services Department approval is required for all proposed new Administrative Professional positions.
- A completed PDQ form must be attached to the “New Position/Version Request/Approval Form” submitted for new State Classified positions.

2. “Positions” are not required for appointments as Special or Temporary Academic Faculty; Post-Doctoral Fellows, Veterinary or Clinical Interns, Graduate Assistants and Veterinary Residents, Fellowship Grant Trainees, Non Student and Student Hourlies, including Workstudy students.

3. Required Approvals:

Academic Faculty

Dean Approval – All positions for Regular (Tenure/Tenure Track) appointments

Provost Approval – All positions for Regular (Tenure/Tenure Track) appointments

Administrative Professional Positions

Vice-President Approval - All Regular and Special appointments supported in whole or in part by funds 1-3, 1-4, 1-5, 1-6, 1-7, 1-9, and 2-5

Department Head/Director for all other fund sources and all temporary appointments

State Classified Positions:

Dean or Vice-President Approval – Fund Sources 1-3; 1-4; 1-5; 1-6, 1-7, 1-9, 2-5 as determined by the appropriate Dean or Vice-President

Department Head/Director – All other Fund Sources