Staff Position Refill Request

As we assess the current and future needs of the University, and consider budget constraints, the University will consider the necessity of refilling each staff position vacancy to determine if shifts in position allocations are needed. Please complete the form and submit per instructions.

Department:

Position Title:

Current Salary:

Background information:

Provide an explanation of the essential duties that fall within the responsibility of this position. (attach the job description).

Please provide an explanation to the following questions:

1. Workload: Describe in detail any increase or decrease in the responsibilities of this position. How many other people in your office perform the same or similar duties?

2. Departmental Impact: How would the department be impacted if this position was not refilled or if the department delayed filling this position?   How would the services of the department be altered?

3. Planning: Is there potential to combine responsibilities with other staff within the department or within the college/division? Can other adjustments be made within the department to accommodate needs if this position is no longer available? For example, could you transfer responsibilities and offer someone else a promotion or reclassification?

4. Students: What would the impact be on students if this position was not refilled?

5. Please indicate the source of funding. If your department (center) is partially or fully soft-funded, what is the likelihood that overall funding will continue at the current level into the next fiscal year (50%, 75%, etc) Please provide a 3-year summary of overhead and other discrentianary fund balances and indicate the amount of salaries funded by these funds in each year.

6. Availability of physical space: please indicate the availability of physical space for this position along with the how this would affect future needs of the department.

Staff Position Refill Request
Department:
Position Title:

APPROVALS:

Signature   Title

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____