**Division of Academic Affairs**

**Request to Fill a Vacancy, Change a Position, or Create a New Position**

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|  College or Area:  |
| Submitted by (name):   |  Department:   |
| Contact Number:  | Position Number:  |

**Position Data**

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| --- |
|  ❒**Vacant Position**  ❒**New Position** ❒**Reclassification or Promotion** |
| Position Title:  | Position Budget:  |
| Date position became vacant:  |  Date Separation Entered into MSS:  |
| Current or Previous Incumbent (name):  | Current or Previous Incumbent Salary:  |
| Anticipated Salary: |  Funding Source:  |

**Administrative Use for Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Anticipated Start of Contract | CIP Code |  Faculty Rank | CUPA Salary | % of CUPA |
|  Each Semester | Sections | Seats per Section | Location: |

**Justification Narrative:**

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VP, Dean, or Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_