

**SUNY College at Brockport
Human Resources Department
Position Request Form**

To Create Position, Refill, Reclassify, or Request Salary Increase

Instructions:

This form must be completed when requesting or creating new positions, refilling vacant positions, reclassifying positions, or requesting salary increases.

To justify **unclassified** staffing requests attach position description form.

To justify **classified** staffing requests attach CC-1 for new positions or CC-2 for change in title or salary. Forms are found at: <http://www.brockport.edu/hr/forms/>

Routing:

Submit through divisional administrative chain to Provost/Vice President. Provost/VP will forward all approved recommendations to Budget Office/HR for final submission to President's Staff.

Position Information:

Budget Title:		Item (Line) #:	
Dept:		Account #:	

Action Requested:

Create New Position Refill Vacant Position Reclassify Increase Salary
from \$ _____ to \$ _____

Professional Staff Recruitment Range:

NO SEARCH (or) National Regional Rochester Campus

Using space provided below, answer questions as appropriate to your request.

- For salary increases and reclassifications, describe how you would reallocate divisional resources to accommodate this request?
- For a new position, are you reallocating divisional resources or requesting new funding?

Note: for reclassifications and salary increases, highlight changes in responsibility on the unclassified position description form (Section 3 Job Activities) or classified CC-2 form (#15) that justifies the request.

Requested by:

Date:

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Unit Head

Requested Professional Obligation:

Academic Year (faculty only) Calendar Year College Year

	Signature	Date	Approve	Deny
Dean/Asst VP/Assoc VP			<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice President			<input type="checkbox"/>	<input type="checkbox"/>
Budget Office			<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Director			<input type="checkbox"/>	<input type="checkbox"/>
President			<input type="checkbox"/>	<input type="checkbox"/>

Note:

Processing of this form will be delayed if all appropriate signatures are not obtained prior to submission to Human Resources. Incomplete forms will be returned to the originating department.