The College at Brockport
Office of Human Resources
Position Request Form

Instructions:
This form must be completed when requesting or creating new positions, refilling vacant positions, reclassifying positions, requesting promotions and/or salary increases.

To justify staffing requests, please attach Job Description form. 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, then to HR for final submission to President's Cabinet.

Position Information:
Budget title:_____ Account#_____ Line#_____
Local title:_____ Department_____

Action:
☐Create new position ☐Re-fill or reclassify vacant position
☐Promotion (change in budget title and salary level) ☐Salary increase
☐Fill temporary position duration_____ ☐Other_____

Recommended salary range (range should not exceed $10,000)_____to _____

Recruitment range
☐**Internal** (current Brockport employees only) ☐**External**

Using space provided below, answer questions as appropriate to your request.
1. For salary increases, promotions, and reclassifications, describe how you would reallocate divisional resources to accommodate this request?
2. For a new position, are you reallocating divisional resources or requesting new funding?
3. If refilling a vacant position, please indicate line number and/or previous incumbent of position to be refilled.

Note: For reclassifications, promotions and salary increases highlight changes in responsibility on the Job Description form that justifies the request.

Requested By:
_____ _____
Unit Head Signature Date

	Signature	Date	Approve	Deny
Director/Dean/ Asst VP/Assoc VP				
Provost/Vice President				
President				
Budget Office				
Human Resources Director				

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