

Please note: The job description for the position requested **MUST** be attached to this form. The form must be completed in its entirety before processing can be initiated in the Human Resources Department. Incomplete forms **WILL BE** returned.

DATE OF REQUEST: _____ POSITION EFFECTIVE DATE: _____

THIS POSITION REQUEST IS A:

NEW POSITION

PART OF REORGANIZATION

REPLACEMENT FOR - NAME: _____ UNIT & GRADE (Be specific - e.g. *Professional Level II*): _____

DEPARTMENT REQUESTING POSITION: _____ AREA: _____

POSITION TITLE: _____ MAXIMUM # OF HOURS PER WEEK: _____

UNIT & GRADE (Be specific - e.g. *Professional Level II*): _____

MINIMUM SALARY PER CONTRACT: _____ BUDGETED AMOUNT: _____

BUDGET ACCOUNT NUMBER: _____

IS THE POSITION GRANT FUNDED? YES NO IF YES, DATE GRANT EXPIRES: _____

NAME OF GRANT: _____

[] I HAVE ATTACHED THE JOB DESCRIPTION FOR THE REQUESTED POSITION

DEPARTMENT HEAD (*Printed Name*): _____ SIGNATURE: _____

ADVERTISING DESIRED FOR POSITION

NEWSPAPER POSTING (*If other than Star Ledger. Provide newspaper name*): _____

APPROVALS

1. AREA DEAN	SIGNATURE	DATE
2. AREA VICE PRESIDENT	SIGNATURE	DATE
3. BUDGET Finance Department	SIGNATURE	DATE
4. PRESIDENT Dr. Augustine A. Boakye	SIGNATURE	DATE
5. EXECUTIVE DIRECTOR OF HUMAN RESOURCES Shunda L. Williams	SIGNATURE	DATE