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**Request to create/fill position**

February 25, 2022

Until further notice, all position requests, must be made on the attached form (completed in full) and submitted to your division’s cabinet member after confirmation with [PSU-Budget-Support@plymouth.edu](mailto:PSU-Budget-Support@plymouth.edu) of your funding source. The request will be brought forward to the President’s Cabinet for consideration.

If the position is approved, the requestor will be notified by their Financial Planning & Analysis Specialist (FPA) once the funding has been established and the hiring process can begin.

If the position is not approved, the requestor will be notified by their cabinet member.

Please remember, no one may start working until the position has been approved by cabinet, the requestor has been notified by their FPA, and all required hiring paperwork has been submitted to and accepted by HR.

Please reach out to [Lori Tetley](mailto:thomasw@plymouth.edu?subject=Hiring%20form%20question) with any questions about this process or form.

**Definitions:**

* Position Types:
  + New – Any position which has not been reviewed and classified by HR
  + Rehire – Any position previously filled but that is currently vacant
  + Continuation - Any position currently filled but which has an existing end date. Department wishes to continue position incumbent in position
* Appointment Types:
  + Ongoing – Any position with no specified end date (typically Faculty, PAT, OS)
  + Temporary – Any position with a set beginning and end date (typically teaching lecturer, student, non-student hourly/stipend, grad assistant)
  + If position does not require employee to work during typical university closures (holiday breaks, early-spring semester (Winterim), spring break, summer), requestor must indicate break periods on proposal form.
* Position Classification:
  + All OS, PAT, and student positions are classified by HR. This classification establishes the pay range for the position. Please include that classification when submitting this form. If the request is for a new position, the position description will need to be submitted to HR for classification prior to position proposal form is submitted to cabinet for consideration.   
    Student position description form can be found on the [finance forms page](https://campus.plymouth.edu/financial-services/financal-service-centers/forms/). Please reach out to HR for OS and PAT position procedures.

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**Request to create/fill position**

* **A Cabinet member must bring this completed form forward for consideration**

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

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| **Department/Program/Cluster:** | | | **Cabinet member:** | | **Requested by:** |
| **Position type:**  New  Rehire  Continuation | **Appointment type:**  Ongoing  Temporary  Begin date: \_\_\_\_\_\_\_\_\_\_\_\_\_  End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee will not work during university breaks (early spring, spring break, etc.) Comments: \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Position category:**  Faculty  Ten/Non-Ten (circle one)  Teaching Lecturer  Non-student  hourly or stipend  PAT  OS | **Financial information:**  Estimated salary or hourly rate: \_\_\_\_\_\_\_\_\_\_\_\_  Hours per week: \_\_\_\_\_\_\_\_\_\_\_\_  Weeks per year: \_\_\_\_\_\_\_\_\_\_\_\_  Total annual cost of request without fringe (Hours/week x weeks/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Source(**currently budgeted position and amount or if none FOAPAL(fund/org/account to permanently reduce to fund this including fringe):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Supervisor:** | | **Job title and/or established position classification:** | | | |

1. What are the top six key responsibilities of this position?
2. How would functions and responsibilities be managed if this position were not filled? What is the projected impact?
3. Have other alternatives been considered to performing these duties or functions (i.e., reorganizations, elimination of non-critical functions, outsourcing, filled at less than full-time etc.)? If so, what was considered and why will that approach not work?
4. If non-student position request, can student employees perform some or all of these duties? If no, why not?
5. How does this position contribute to the success of students and the wellbeing of the University? (conversion to clusters, sustainability of the institution, recruitment and enrollment, retention and persistence, and/or equipping students to enter the marketplace)
6. What else should be considered in determining whether this position should be filled at this time?

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| --- | --- |
| Approved by Cabinet: Yes\_\_\_ No\_\_\_ Hold\_\_\_\_ | Date: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tracy Claybaugh, VPFA | |

**If approved by Cabinet, forward this form and any supporting documentation to PSU-Budget-Support@plymouth.edu and for processing.**

**HR Classification:**

PAT OS Faculty

System Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

System Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position # (if refill): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR review by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**PSU Finance Division**

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| Request #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [PSU-Budget-Support@plymouth.edu](mailto:PSU-Budget-Support@plymouth.edu) notified date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |