

# ACADEMIC AFFAIRS POSITION ACTION FORM

This form is to request approval to begin the process for posting or modifying positions.

Requestor Information	
Requesting Department: Click or tap to enter text.	Dept. Contact Name: Click or tap to enter text.
Requesting Dean: Click or tap to enter text.	
Position Information	
Position Title: Click or tap to enter text.	Rank (if faculty): Click or tap to enter text.
Position Number (if available): Click or tap to enter text.	
Anticipated Start Date: Click or tap to enter a date.	
Anticipated Salary: Click or tap to enter text.	Available budget for this position: Click to enter text.
Type <input type="checkbox"/> This position is being sought to be refilled without changes <input type="checkbox"/> This position is being sought to be reclassified <input type="checkbox"/> This is a new position being internally funded from the college	
Please <b>briefly</b> explain the rationale for requesting the position. Please include any appropriate data or other information in support of this request. Please also describe the alignment of this request with your college's R2 roadmap strategy. Click or tap to enter text.	