

**Position Review Group (“PRG”)  
Approval Request Form**

Please complete this form in its entirety. Information detailed on this form will be reviewed by the PRG and utilized for recruiting purposes. Human Resources or the appropriate VP will notify the hiring manager of the PRG results or if further information is needed. If more than one position is being requested, please complete separate forms for each position.

**Position Title:**

**Department:**

**Reports to position:**

**Reports to name:**

**Replacement Position**     Yes    or     No

**Date:**

**If replacement, name of person being replaced:**

**Have you identified any internal candidates for promotion?**

**Name of person initiating the request:**

**Name of search chair:**

Full Time     Part Time

**Target Start Date:**

**Work Schedule** (check all that apply):

Weekdays     Evenings     Overnight

Weekends Only     Occasional Weekends

**If position is part time:**     Set Schedule    or     Flexible Schedule

**If set schedule, please indicate work days:**

12 month position     11 month position     10 month position     9 month position

Other (please indicate):

**If less than 12 months, indicate which time period(s) will not be worked:**

**Bargaining Unit Position**     Yes    or     No

**Travel Required:**     0-15%     20-35%     40-55%     60-75%     80% or more

**Telecommuting Possible:**     Yes     No

**Justification for Approval (e.g. Why should this position be replaced/created? What is the impact to the department/University if this position is not filled? Is there any structure change?)**

**Job Description:**  Updated version attached  Previous version attached

**Special Notes** (if needed):

*Please forward this completed form and the updated job description to Lori Chlad, AVP for Human Resources.*

**For HR Use Only**

**Salary Range:**

**Position Control #:**

**Special Notes** (if needed):