



## Institute for Student Success

### Vacant Staff Position Review

#### ***Administrative Information***

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Department Name:

Program (if applicable):

Position Being Vacated:

Current/Former Incumbent:

#### ***Proposed Position Information***

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*Check one:*

Existing Position

New Position

Position Working Title:

Proposed Start Date:

Indicate Position Type:    Special Payroll    UCPEA    Faculty    Graduate Assistant

For UCPEA Positions, complete the following:

Job Path:

Position Template:

P-Level:

#### ***Financial Information***

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Funding Account:

Percent:

Type:

Proposed Salary:

Fringe Amount:

Total Proposed Salary:

*If position is split funded, provide additional salary information:*

Account:

Percent:

Type:

#### ***Please answer the following questions:***

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1. Is this position changing responsibilities from the current position?    Yes    No  
If so, how?
  
  
  
  
  
  
  
  
  
  
2. Is this position changing in supervisor or supervisee relationships?    Yes    No  
If so, how?

3. How does this position contribute to the overall mission of the Department and/or the Division?
  
  
  
  
  
  
  
  
  
  
4. How are you planning to ensure that there is a diverse pool of applicants for the position if approved?

Executive Department Director Comments:

Executive Director Signature and Date:

Division Business Manager Comments:

Associate Vice Provost Approval:

***Attach Organizational Chart with Highlighted Position & Proposed Position Description***