

Sam Houston State University Human Resources

Request for Additions/Changes to Positions

Check Only One: Changes to an Existing Position Request for a New Position

Current Title: _____ Proposed Title: _____

FOAP: _____ Department: _____

Name of Current Incumbent (If applicable): _____

Incumbent's SAM ID # (If applicable): _____ Position #: _____

Immediate Supervisor: _____

Type of Position: Administrative Faculty Technical/Paraprofessional Skilled Craft
 Professional Clerical Service Maintenance

Position Information: Full Time or Part Time Day or Night
 Regular or Temporary Hrs. per Week _____ FTE _____

Are funds currently available within your department budget to support this change? Yes No

If no, explain the source of funds to support this change: _____

Source of Funding:

FOAP Number _____ Percentage _____

FOAP Number _____ Percentage _____

FOAP Number _____ Percentage _____

If the proposed position is approved, will additional costs be entailed? Yes No
 (complete below)

Annual Salary: _____ Equipment and/or Furniture: _____

Annual Benefits: _____ Other: _____

Increase in FTE: _____ Increase in Salary: _____

Essential Duties:

Minimum Education and Experience Required: _____

Employees Supervised: # of Exempt _____, # of Non-exempt _____, # of Students _____

Where will the position be housed? _____

Please explain in detail why a new position or changes to an existing position is needed. What factors caused the need? (You should be specific in your justification)

Have you explored alternatives which might be available to deal with the need? Please explain.

How will this position contribute to the department mission and University Strategic Plan?

Dean/Director

Date

Vice President

Date

President

Date

Human Resources Use Only:

<input type="checkbox"/> NTRPCLS	<input type="checkbox"/> P.A.	<input type="checkbox"/> NBAPOSN	<input type="checkbox"/> NBAJOBS
<input type="checkbox"/> Budget Notified	<input type="checkbox"/> Re-class. Chart	<input type="checkbox"/> Job Specification	<input type="checkbox"/> Crosswalk
<input type="checkbox"/> New Position	<input type="checkbox"/> ORP Eligible	<input type="checkbox"/> Dax	<input type="checkbox"/> T: drive

Annual Salary Increase _____ FTE Increase _____ Position Class: _____ Employee Class: _____