

## Request to Fill a Non-Academic Position

RTF# (For HR use only)

This form is to be used for all non-academic hiring excluding part-time hourly positions. Please consult the [Hiring Forms & Process Map](#) for more information

Position Title:

Current Incumbent:

Department:

Contract (this includes leaves)  
Existing Full Time, Permanent  
New Full Time, PermanentContract to Full Time, Permanent  
Part Time to Full Time, Permanent  
Part Time, Permanent  
Part Time to Contract**(Must attach a job fact sheet/questionnaire for all positions)**Union (if applicable) \_\_\_\_\_  
Band/Level \_\_\_\_\_Are dollars budgeted for this position? Funding Source(s) \_\_\_\_\_  
Yes No \_\_\_\_\_Finance Notes:  
(For Finance use only)

Has a Job Fact Sheet/Questionnaire been attached for this position?  
Does the Job Fact Sheet/Questionnaire need to be revised?  
Has the position been evaluated?  
Is a change in level being requested for the position?  
Has a workspace been designated for the incumbent?

This job is to be:      Posted Internally              Advertised Locally              Advertised Nationally

Reason for Request:

Requested by (*print name*):

Date:

Dean/Director Approval:

Finance Approval:

- Indicating Confirmation of Budget Funds

Finance Approval:

Human Resources Approval:

- Indicating Confirmation of Band level & RTF#

Vice President Approval:

- Indicating that the Recruitment, Selection, Hiring (Non-Academic) Policy has been reviewed and followed, including the completion of an operational requirements assessment for the position.

Staffing Review Committee Approval:

Staffing Review Committee Approval:

President's Office Approval:

Comments:

**Once approved, please return to Human Resources**

cc: Finance