



Cabinet Recommendation

Cabinet Meeting Date:

Title:

Number of Vacant

Projected Start Date:

Positions Months Worked

Permanent

Temporary

Grant/Grant Name:

Continuing Grant

Grant Dates:

Expiring Grant

Grant Dates:

Position Type

Work Schedule

Campus Site

Building/Room Number:

Search Type

Posting Time

Hiring Authority:

Hiring Manager:

Screening Committee Members and Departments:

Justification

New Position

Reclassification or Revised Position Title:

Promotion

Effective Date:

Appointment

Effective Date:

Temporary Appointment

Effective Start Date:

End Date:

Interim Appointment

Effective Start Date:

End Date:

Position Funding Information

Funding Coming From:

%

%

Funding Going To:

%

%

New Position:

Using existing money from same full-time vacant position:

Split funding (list all funding lines and percentages):

%

%

%

Grant funding (list all funding lines and percentages):

%

%

%

Business Office

Budget Line Created

Business Services Approval/Signature:

Business Services Notes:

Grants Office

Full Grant Attached

IERG OFFICE Approval/Signature:

Grants Department Notes:

Additional Comments/Include Budget Consideration (Requesting Department):

Prepared by:

Cabinet Rep Signature:

Human Resources

Cabinet Recommendation Complete

Updated Job Description Attached

Human Resources Rep Signature:

CHRO Signature:

Approval Status

Cabinet Notes:

President Signature or Designee

Date