



VALDOSTA STATE UNIVERSITY

POSITION MANAGEMENT FORM

Revised October 26, 2009

This form is for establishing, changing or rehiring positions at Valdosta State University. Instructions for completing this form are available at the VSU Budget website. When completed, please forward as listed below in the "Routing for Approvals" section to obtain all necessary signatures. It must be signed by all levels of management responsible for the funding of the position and the Human Resources and Employee Development Department. Departments reporting directly to the President should obtain the President's signature.

ROUTING FOR APPROVALS: (Sign and date)			Vice President or Cabinet Officer:		Date:
			President:		Date:
Dept Head, Director or Principal Investigator:		Date:	Human Resources and		
Dean / Director:		Date:	Employee Development:		Date:
Requesting:	Attach a Job Description for ALL requests			Effective Date:	
	New Position			ADP Position #:	
	Rehire for an existing position			Status:	
	Other:			Last incumbent:	
Position Information:			Funding Information:		
Current Job Code			Source of Funds		
New Job Code			Expense Account #		
Current Title			(Split, if applicable)		
New Title			(Split, if applicable)		
Current Department			Project ID		
New Department					
Regular/Temp			Proposed Salary		
Full/Part-time			Estimated Fringes		
Equivalent Full Time			Check one:	<input type="checkbox"/>	Funds exist in this department/program
Pay Grade				<input type="checkbox"/>	Budget Amendment Request attached
Reports to					
Supervisor					
Maximum number of incumbents in this position:					
Rehire Information:					
Number of budgeted positions in this department			Annual leave hours accrued for current incumbent		
Number of positions vacant					
Please briefly justify below the need to rehire in this position including alternatives for accomplishing these tasks and the impact on VSU's mission:					
Other Comments or Information:					
Pay group:		10 Mo Academic		P&A Monthly	Part-time Faculty
		12 Mo Academic		Temp Monthly	Summer Faculty
		Full-time Biweekly		Student Assistant	Retiree Monthly
		Part-time Biweekly		Graduate Assistant	
For information regarding this request, please contact:					
At Phone:		Or email:			
FOR BUDGET SERVICES INTERNAL USE					Notified:
Entered:					Dept
ADP EV5		Date		Initials	HR
PeopleSoft Financials		Date		Initials	PR

The following information must accompany all requests for Rehires or New Positions:

✓ <u>Explain the new position's relationship to the institutional mission including its connection to the Strategic Plan.</u>
✓ <u>Will the new position have direct impact on classroom instruction? Provide supporting information/data.</u>
✓ <u>Explain the level of current staffing and the impact of not adding a new position. Support with data (number of students served or other services provided, workload required, hours of availability, etc.).</u>
✓ <u>What internal reorganization has been considered? Are there any duplicative functions that are handled or could be handled elsewhere in the University?</u>
✓ <u>What are requirements of the new position—what skills or background are necessary? Are there current VSU faculty/staff who meet the requirements? Would an internal hire for the new position be appropriate?</u>
✓ <u>Could the function be accomplished more efficiently via out-sourcing, temporary employees, or students?</u>
✓ <u>Explain the requested budget amount and funding source.</u>
✓ <u>What are the implications for the University's mission if the position is not approved?</u>