

VALDOSTA STATE UNIVERSITY

POSITION MANAGEMENT FORM

Revised July 8, 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 _____
Department Head, Director or _____	President: _____ Date _____
Principal Investigator: _____ Date _____	Human Resources and _____
Dean/Director: _____ Date _____	Employee Development: _____ Date _____

Requesting:	Attach a Job Description for ALL requests	Effective Date: _____
<input type="checkbox"/>	New Position (Complete Page Two)	PS Position #: _____
<input type="checkbox"/>	Rehire for an existing position (Omit Page Two)	Status: _____
<input type="checkbox"/>	Other: _____	Last incumbent: _____

Position Information:	Funding Information:
Current Job Category _____	Source of Funds _____
New Job Category _____	Expense Account # _____
Current Title _____	(Split, if applicable) _____
New Title _____	(Split, if applicable) _____
Current Department _____	Project ID _____
New Department _____	Proposed Salary _____
Regular/Temp _____	Estimated Fringes _____
Full/Part-time _____	Pay Grade _____
Equivalent Full Time _____	
Maximum number of incumbents _____	
in this position: _____	Check one: <input type="checkbox"/> Funds exist in this department/program
Reports to: _____	<input type="checkbox"/> Budget Amendment Request attached
Supervisor: _____	

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:

Other Comments or Information:

Pay group:	<input type="checkbox"/> 10 Mo Academic	<input type="checkbox"/> P&A Monthly	<input type="checkbox"/> Part-time Faculty
	<input type="checkbox"/> 12 Mo Academic	<input type="checkbox"/> Temp Monthly	<input type="checkbox"/> Summer Faculty
	<input type="checkbox"/> Full-time Biweekly	<input type="checkbox"/> Student Assistant	<input type="checkbox"/> Retiree Monthly
	<input type="checkbox"/> Part-time Biweekly	<input type="checkbox"/> Graduate Assistant	

For information regarding this request, please contact: _____
 At Phone: _____ Or email: _____

FOR BUDGET SERVICES INTERNAL USE				Notified:	
Entered:				Dept	
PeopleSoft HRMS	Date	<input type="text"/>	Initials	<input type="text"/>	HR
PeopleSoft Financials	Date	<input type="text"/>	Initials	<input type="text"/>	PR
Budget Advisory Council				Date	

The following information must accompany requests for a New Position:

- ✓ Explain the new position's relationship to the institutional mission including its connection to the Strategic Plan.

- ✓ Will the new position have direct impact on classroom instruction? Provide supporting information/data.

- ✓ 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.).

- ✓ What internal reorganization has been considered? Are there any duplicative functions that are handled or could be handled elsewhere in the University?

- ✓ 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?

- ✓ Could the function be accomplished more efficiently via out-sourcing, temporary employees, or students?

- ✓ Explain the requested budget amount and funding source.

- ✓ What are the implications for the University's mission if the position is not approved?