

June 9, 2026

Human Resources

REQUEST TO FILL - FACULTY POSITION

****This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: _____

Department: _____

Division: _____

Months per Year: ☐ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☐ 175 ☐ 195 ☐ 210 ☐ Other: _____☐ Funded: _____

Former Employee (if applicable): _____

☐ Newly Funded Position Fiscal Year _____☐ Tenure Track☐ Temporary Faculty (one year)

6.1.26 - AMAC agreed to support.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).
_____Background and Rationale (use back of form if additional space is needed):

_____Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____ % Amount \$ _____

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: _____ End date: _____

Comments: _____
_____**Signatures:**

1. Requesting Manager Signature

5/29/26
Date

4. Human Resources Signature

6/2/26 Date

2. Division Vice President Signature

6/1/26
Date

5. Vice President, Human Resources

Date

3. Chief Budget/Compliance Signature

Date☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date