

Position Request

Title: _____

Anticipated Salary: _____

Department: _____

Budgeted Salary: _____
To be completed by Finance

Funding: _____
MoCode(s) and percentage of salary from each source

Requirements for completion:

For job posting: position description with minimum and preferred qualifications

If position is not budgeted or is not 100% gift or 100% grant funded, a Hiring Request form is to be submitted

- If grant/gift funded: FTE: _____ Appointment period: _____

If Academic position: Request to Recruit form to be submitted to Provost Office

Strategic Priority (explain how this position advances the School of Medicine):

Hiring Manager

Department Head (Dean/Director/Chair)

For HR Business Partner completion

Research approval (if research position)

Faculty Affairs approval (if faculty position)

Finance approval

Dean approval