



Full Time Position Authorization Form

This form is used to authorize details for any position to be filled. It should be completed by the Dean or Director and forwarded for Budgetary Approval and to the appropriate Vice President for approval. It is then sent to the HR Department for processing and filing.

Position Detail

Position Title		
Position Reports to		Position WH (Administrative)
Organization Unit Name		Position FTE (Academic)
Position Salary Classification		Date Required

Is the recruitment part of the approved Departmental Organization Capability Planning? Yes No

Will the position be filled:

- On Vacancy
- As a New Position

Is this an increase to staff?

Yes - Please state justifications:

No - Please indicate replacement reason:

- Promoted
- Transferred
- Terminated
- Retired
- Resigned

Job Type (Please Specify)

Other Skills (Please list requirements other than established in attached job profile/description.)

Other Remarks (Please describe reasons for filling the position at the requested classification & level.)

Authorization

Dean/Director Signature		Date:
Vice President Signature		Date:

For HR Use Only

Job filled by:		
Effective date:		
Type		
Recruitment Officer Signature		Date:
HR Director Signature		Date: