



**Non-Academic Position
Backfill Request Form**

Vacancy Details			
Reason			
<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement	<input type="checkbox"/> Transfer	<input type="checkbox"/> Other
If other, explain:			Date of Separation:
Incumbent Details			
Individual Being Replaced		School/ College	
Title		FTE	
<input type="checkbox"/> Restricted	<input type="checkbox"/> Regular	<input type="checkbox"/> Staff <input type="checkbox"/> A/P Faculty	Salary

Position Request		
Program	Title	
Target Start Date	FTE	Anticipated Salary Range*
<input type="checkbox"/> Restricted	<input type="checkbox"/> Regular	<input type="checkbox"/> Staff <input type="checkbox"/> A/P Faculty
<input type="checkbox"/> PD Reviewed- no changes	<input type="checkbox"/> PD reviewed- Updates needed**	
Proposed Supervisor		

*Consult with HR Director

**Attach proposed PD w/ track changes to indicate updates

Alignment with School/College Strategic Priorities

Justification (including impact of not approved)

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Approvals

School Director/ Assistant or Associate Dean		Date
HR Director	Date	Comments
Asst Dean, Finance & Admin	Date	Comments
Dean	Date	Comments