



Faculty Position Allocation/Reallocation Request

Position Vacancy Information:

Position Number:

College/Department/Unit:

Budget Code:

Incumbent's Name:

New Position? Click below to complete HR-2000 (Required).

Reason for Vacancy:

Effective Date of Vacancy:

Current Academic Rank:

Current Function/Responsibilities/Workload:

Undergraduate

Graduate

Current Teach Load Distribution (Fall)

Undergraduate

Graduate

Current Teach Load Distribution (Spring)

Non-Instructional Responsibilities

(Advising/Mentoring/Service Research)

Requested Position Information

College/Department/Unit:

Effective Start Date:

Type of Appointment:

Term:

Academic Rank:

Requested Salary:

Salary Funding Source:

Explain Other:

Projected Functions/Responsibilities/Workload:

In addition to completing the teach/service load, you must also complete and attach the physical requirements worksheet with your submission.

Undergraduate

Graduate

Projected Teach Load Distribution (Fall)

Undergraduate

Graduate

Projected Teach Load Distribution (Spring)

Non-Instructional Responsibilities (Advising/Mentoring/Service Research)

Qualifications/Requirements:

Justification:

Requestor:

Department Chair (print)

Signature

Date

Approver:

Dean/Director (print)

Signature

Date

Comments:

Approval Status:

Approved

Not Approved

Provost/Designee (print)

Signature

Date