FORM AA-1A

Non-Academic Affairs Faculty/Faculty Administrative Position Allocation Request

Position Vacancy Information:

1. Position Number:

2. School/Department/Unit:

3. Incumbent's name:

4. Reason for Vacancy:

5. Effective Date of Vacancy:

6. Current Academic Rank:

7. Function/Responsibilities:

Requested Position Information:

1. School/Department/Unit:

2. Effective Starting Date:

3. Type of Appointment:

4. Term:

5. Academic Rank:

6. Requested Salary:

7. Salary Funding Sources:

8. Functions/Responsibilities:

9. Qualifications and Requirements:

10. EEO/AA Plans and Activities:

11. Justification:

Request:

_____ _____

Department Chair/Hiring Manager   **Date**

Recommendations:

- **Recommended Not**

  Recommended

_____ _____

Dean/Director   **Date**

  Comments:

Approval:

  Not Approved

  Approved

_____ _____

Provost and Vice President of   **Date**
Academic Affairs or Designee

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