

Approval Form – Requests for Job Postings, Reclassifications, Equity Adjustments

<p>Note: This form is used to secure appropriate operational and budgetary approvals for the requested action. The form should be accompanied by a detailed position description including estimated percentages assigned to job duties (for job postings) as well as the OVPR Classification and Equity Review Form (for reclassifications and equity adjustments). Once approvals are secured, the request will be reviewed by OVPR HR to determine the specific job title and salary range.</p>	
Date of Request:	Unit Name and DeptID:
Hiring Manager/Contact Name:	
Supervisor (if different):	
Check type of hiring action requested:	
Job Posting – new position	
Job Posting – refill existing position	Name of staff member being replaced:
Reclassification (including salary adjustment)	Equity Adjustment
Proposed Job Title and Job Code (if known):	
Proposed Salary Range (if known):	
Posting Duration:	
Budget Impact: (save/neutral/increase)	
Source of funds (e.g., existing departmental budget, new budget request, sponsored funds - be specific):	
Business rationale and impact: (Attach additional text if needed).	
The ramifications of going without this would be: (Attach additional text if needed).	
Approvals:	
Unit Director:	Date:
Associate VP for Research:	Date:
OVPR Research Administration - required for sponsored funds:	Date:
Michael Hague:	Date: