

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

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 specific job title and salary range.

Date of Request:	Unit Name and DeptID:
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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 being replaced: _____

Reclassification (including salary adjustment) Equity Adjustment

Proposed Job Title and Job Code (if known):

Proposed Salary Range (if known):

Posting Duration:

Mode of Work: Reason for work mode other than Hybrid:
 On-site Remote Hybrid

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:
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Associate VP for Research:	Date:
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OVPR Research Administration – required for sponsored funds:	Date:
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Michael Hague:	Date:
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