

## 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

Check type of appointment requested:

Regular Staff    Research Faculty    Research Fellow/Postdoc    GSRA  
 Temporary Staff (non-student)    Temporary Staff (student)      Number of hires: \_\_\_\_\_

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)

Shortcode(s):

**For any non-student positions, please complete the following questions:**

Describe the role/function of the position (brief summary) and business rationale. (Attach additional text if needed.)

Describe the impact if the position is not filled, including impact/risk to mission, students, other customers and/or operations. (Attach additional text if needed.)

Does this position support a time-sensitive strategic opportunity for the university. If so, please explain. (Attach additional text if needed.)

Describe efforts to eliminate/redeploy/consolidate work in collaboration with other areas inside/outside the department. (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: \_\_\_\_\_

Arthur Lupia: \_\_\_\_\_ Date: \_\_\_\_\_