

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.

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| 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
Name of individual being reviewed: _____

Check type of appointment requested:

Regular Staff Research Faculty Research Fellow/Postdoc GSRA
 Temporary Staff (non-student) Temporary Staff (student) Number of hires: _____
Name of temp to be hired, if known: _____

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-temporary 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.)

Approvals:

Unit Director: _____ Date: _____

Associate VP for Research: _____ Date: _____

OVPR Research Administration – required for sponsored funds: _____ Date: _____

Michael Hague: _____ Date: _____