



# New/Update Position Request Academic Personnel

Date \_\_\_\_\_

Requestor \_\_\_\_\_

Division \_\_\_\_\_

Department \_\_\_\_\_

Extension \_\_\_\_\_

Effective Date of Position \_\_\_\_\_

Tableau has been checked to confirm a position number with the same funding source and job code does not already exist.

## Position Information

Full-Time  
(Please check one)

Part-Time

Time Base \_\_\_\_\_ RU \_\_\_\_\_

Funding Source (Chartfield string) \_\_\_\_\_  
Acct - Fund - Dept ID - Program - Class

## Position Classification

- Head Coach - 12 month (2373)
- Head Coach - AY (2375)
- Coach - 12 month (2376)
- Coach - AY (2378)
- Coach Assistant - AY (2384)
- Counselor - AY (2341)
- Counselor - 12 month (2342)
- Faculty Addt'l Appt (2403)

- Graduate Assistant (2355)
- Instructional Faculty - AY (2360)
- Instructional Faculty - 12 MO (2361)
- Lecturer (2358)
- Lecturer - 12 month (2359)
- Librarian - Supervisor (2914)
- Librarian - 12 month (2920)
- SSP I - 12 month (3070)

- SSP I - AY (3071)
- SSP II - 12 month (3072)
- SSP II - AY (3073)
- SSP III - 12 month (3074)
- SSP III - AY (3075)
- Special Consultant (4660)
- Teaching Associate - AY (2354)
- Other \_\_\_\_\_

Special Instructions:

Reports To (HEERA Manager):

### Instructions:

1. Submit original request to Budget Planning & Analysis via SmartSheet portal
2. A copy will be returned to Department with new position number

Note: Peoplesoft position number is required on all 717 when submitted to Faculty Affairs.

BP&A USE ONLY	
Position number _____	Reporting Unit _____
Jobcode _____	Title _____
Account Code _____	