EASTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

POSITION ACTION REQUEST

Does Not Apply to Lecturers

Position Action: Choose One
Department: _____
Current Title of Position: _____
Previous Incumbent: _____
Proposed Title of Position: _____
Supervised by: _____
☐ Part-time ☐ Full -time ☐ Permanent ☐ Temporary/Emergency
Start Date: _____ End Date: _____
Current Rank: _____
Proposed Rank: _____
Proposed Bargaining Unit: Choose One
Current Salary: _____ Proposed Salary: _____
Cost or Savings: _____ Budget Code (required): _____

JUSTIFICATION:

- **EMERGENCY HIRE:** Instead of a full search, provide an explanation here, including criteria for selection, recruitment method, and potential employee.

APPROVALS:

_____
Dean/Director Date

_____
Vice President/ Chief Area Officer Date

_____
VP for Equity and Diversity Date

_____
VP for Finance and Administration Date

_____
Chief Human Resources Officer Date

_____
President Date