EASTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

POSITION ACTION REQUEST (PAR)

Does Not Apply to Lecturer Appointments

Position Action: Choose One

Requested by _____Department:_____Phone _____

Current Title of Position _____Rank_____ PCN_____

Previous/Current Incumbent _____Salary_____Date Vacated _____

Proposed Title of Position_____Rank _____

Attach job description (jd) if applicable. Are changes needed to existing jd? If yes, submit with edits.

◯ Full-time ◯ Part-time ____ Hrs./Wk. ☐ Temporary Bargaining Unit Choose One

AAUP Only: ◯ Tenure Track ☐ 10 mo. ☐ 12 mo. ◯ Term (Coaches) ◯ Special Appt.

Reason for General/Other Change:

Proposed Start Date (1st day of pay period): _____ End Date (if temporary) _____

Salary range minimum $ _____ Salary range maximum $ _____ Proposed Salary $_____

Proposed Salary Rationale:

Add'l Cost or Savings _____ Budget Index _____

JUSTIFICATION:

For non-faculty positions, please justify your position action request based on one or more of the following criteria. If none apply, please provide specific rationale.

1. **Risk**—this would include hiring that limits institutional risk (personal safety, community, reputational risk, etc.)
2. **Compliance**—this includes everything from accreditation to making sure we don't run afoul of regulatory requirements (state, federal, etc.)
3. **Depletion**—this is based on data which makes the case that not making a hire in an area will severely compromise the operations of the university, especially when it comes to supporting students
4. **Revenue Implications**—this is based on the idea that we need to be innovative to bring resources to the campus and better utilize existing resources
5. **Strategic Priorities**— hiring based on key strategic priorities for the university

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