

EASTERN CONNECTICUT STATE UNIVERSITY

OFFICE OF HUMAN RESOURCES

EHR -2

REQUEST FOR POSITION ACTION

Does Not Apply to Lecturers

Establish [] *Reclassify [] Abolish []
Transfer [] General Change [] Refill []

Department: Action Effective Date:

Current Title of Position: Previous Incumbent:

*Proposed Title of Position: Supervised by:

Rank: *Proposed Rank: Proposed Bargaining Unit:

Current Salary: *Proposed Salary: Cost or Savings:

Budget Code:

[] Part-time [] Full -time [] Permanent [] Temporary Start Date: End Date:

- JUSTIFICATION: (Please attach additional paperwork as necessary – including funding information and impact if not approved)
• EMERGENCY HIRE: Instead of a full search, provide an explanation here and on additional pages, including criteria for selection, recruitment method, and potential employee.

All requests for establishment and reclassification of positions must be accompanied by an organization chart.

APPROVALS:

Dean/Director Date

Vice President/ Chief Area Officer Date

VP for Finance and Administration Date

Chief Human Resources Officer Date

President Date

Assoc VP for Equity & Diversity Date
(only if emergency hire)