CSU PUEBLO

Position Request Form

This form must be completed and approved prior to the creation and/or search of any position on campus. Please complete all sections and obtain the necessary signatures and submit the form to HR once completed.

Position Title: FTE:

Department:

Appointment: Select One Request Type: Select One

Employee Type: Select One

Position Justification:

Brief Overview of Expected Duties:

Funding Source: _____

If funded or partially funded by a grant, identify the grant name and expiration date in the description below.

Please briefly describe how the position is necessary to achieve the grant objectives or how the position is specifically supported within the grant proposal or award documentation:

Budget Salary Maximum: _____

This amount reflects the maximum funding available for the position and is not the final salary.

Salary Range: _____

Salary range is preliminary based on an initial compensation analysis and may change once duties are finalized. If the updated range exceeds the original analysis, a new Position Request Form is required.

Comments:

Approval Certification (in order listed):

Area Vice President: _____ Date: _____

Budget Review: _____ Date: _____

Discretionary Funds Available? ☐ Yes: _____ ☐ No

This line is to determine whether at the offer stage, the candidate can be offered things like start-up costs or moving reimbursement.

University President: _____ Date: _____