

**Request to Fill Position**

Instructions: Use this form to request to fill a position in the division. Request must demonstrate an emergent, mission-critical or strategically vital reason that meets the priorities of the department and the goals of the division.

Positions Impacted:

1. All staff positions, exempt and non-exempt, full-time and part-time

2. Graduate Assistant positions

3. Term appointments

4. All new x-pays, supplements, and in-range or reclassification requests

5. Temporary staff

Student workers are not included

Directors must complete and send this form to: **Tim Moore (**[**tpmoor01@louisville.edu**](mailto:tpmoor01@louisville.edu)**)**

**For consideration, all completed forms must be submitted by the Director of department. Additional information may be requested.**

Date of Request

Department

Submitters Name

Position Title for Search Position Control Number

Supervisor

Department Director

Approved by Department Director Yes No

Projected Salary and Funding Source

$

Anticipated Start Date

Reason for search (choose best option and provide additional explanation if needed)

1. Position being filled due to resignation.

2.Position is part of staff reorganization.

3.Position is temporary or x-pay.

4.Position is in-range or reclassification

5.Position is new position.

What would the work assignment be for the person hired?

What is the emergent, mission-critical or strategically critical circumstance that justifies filling the position?

If request is denied how will department meet stated need? (e.g., reassignment of responsibilities, etc..?)

Please provide an up-to-date JDF with the request to fill the position.

Reviewed by LFO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**VPSA: Approved / Not Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_