

Position Posting Request

All vacated positions must be reviewed by the President's Council before being posted. Complete the information below and submit to Employment. Requests will typically take 1-2 weeks for approval, depending on the meeting schedule of the President's Council. HR will inform requestor of the decision.

Vacant Position:	Department:
Incumbent:	
Requestor:	Date of Request:
HR review: PC review:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Why is this position needed?

[Simply state the advantages for keeping the position. Who will be benefited and how? Distinguish between what is fact and what is estimate. Present this information in a spirit of *informing* rather than of *persuading* the decision makers.]

What risks/challenges will result if position is not approved?

[List difficulties or risks if the position is not approved. What is the worst thing that can happen? If you had to argue the other side of this question, what would you say?]

Background

[Is there relevant background information that would help inform the decision makers?]

Alternative(s)

[If this position is not approved, how will the department accommodate the vacancy?]

Supporting Material

[A page of reference data may be attached, but this form must be able to stand on its own. The reference material could include survey data and estimated costs.]