

FTE Approval Request Form

Job Title:		Last Occupant:	
Department:		Admin/Staff/PT:	
Brief description of the role:		Start Date:	
Why is this position vacant?			
Why is this position needed or justified?			
Why is now the right time to fill this position?			
If this position were not filled, which areas or individual(s) would absorb the work?			

*Complete this portion if the request also involves **REPURPOSING** this position.*

Proposed New Title:		Admin/Staff/PT:	
Estimated New Salary:	\$	Prior Role Salary:	\$
Brief description of the new role:			
Brief justification for this change:			
How will the work being done by the former position be addressed and by whom?			