**Vacant Staff Position Request Form**

**Purpose:** To provide organizational justification for filling a vacant staff position for all full-time and part-time regular positions, except custodial positions.

**Next Steps:** The completed form must be attached to the online job requisition created on the Employment@ MU site by the “VP User” or “Dean/Director User” prior to the position being posted.

1. **Position Status**
2. Date the position/line was vacated Click here to enter text.
3. Replacement for (name of employee leaving) : Click here to enter text.

Job Title of employee leaving: Click here to enter text.

OR [ ]  New Position

1. Job title of position requested: Click here to enter text.
2. Is the position requested full-time or part-time: Click here to enter text.
3. College/Department: Click here to enter text.
4. Position Reports to: Click here to enter text.
5. Date Submitted: Click here to enter text.
6. **Compensation Information**

\*Please contact the Director of Compensation to discuss this section if information is not known

1. Value of current line $ Click here to enter text.
2. Position compensation range $ Click here to enter text.

(based on compensation structure, internal equity, and market data)

1. Hire-in target or mid-point of range $ Click here to enter text.
2. Funding account number: Click here to enter text.

1. **Justification**

1. How many similar positions do you have in the department, division, or college?

Please attach a current organizational chart.

Click here to enter text.

2. What steps have been taken to evaluate the structure of the department, division/college to ensure the workload is covered in the most efficient and effective way possible? Have the following options been fully considered: conversion to part-time, conversion to 9,10, 11 months, position re-design/redistribution of responsibilities, or delegation to student workers?

Provide any statistics/ratios to support this request. (e.g. industry benchmarks, legal, service, staffing or grant requirements) Please provide the data to support this request.

Click here to enter text.

3. Describe how filling this position supports the university’s strategic plan, the M12 strategic initiatives and/or enrollment growth?

Click here to enter text.

4. Outline your strategy to attract a diverse candidate pool.

Click here to enter text.

**SIGNATURES:**

**(or attach electronically in the Employment@MU system)**

**Dean or Vice**

**President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office of the Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if position is**

**academic staff)**