**PERMANENT POSITION REQUEST**

### Position Title:

______________________________

### Salary Schedule

Range/Step/Rate: ______________________

- [ ] Admin./Manager
- [ ] Faculty
- [ ] Confidential

- [ ] Classified 12 month ________ hours per week
- [ ] Classified ________ hours per year

### Requested start date:

______________________________

### Campus/Site:

______________________________

### Department/Division:

______________________________

### ADDITIONAL INFORMATION:

Is the position funded by a restricted program?  [ ] Yes  [ ] No  Program Name ______________________

Justification for requested position (attach job description and second sheet as necessary):

______________________________

______________________________

______________________________

______________________________

Submitted By: ______________________ Date: ____________

### APPROVALS:

**Search process cannot begin until all signatures have been obtained**

**Cost Center Manager:** ______________________ Date: ____________

(work is needed, funds are available, expenditure is approved)

**Vice President:** ______________________ Date: ____________

(funds are available, expenditure is approved)

**Fiscal Services:** ______________________ Date: ____________

(funds are available and encumbered, budget coding is correct)

**Human Resources:** ______________________ Date: ____________

(classification is appropriate, no contract issues exist)

**President/Superintendent:** ______________________ Date: ____________

(final approval)