**SLIPPERY ROCK UNIVERSITY**

**NON-INSTRUCTIONAL REQUEST TO FILL FORM**

This form is to be used to request approval to fill non-instructional positions, both permanent and temporary, new or replacement. This form must be completed **before** initiating a posting on the career site.

When submitting the form, a **signed job description and essential form** must be attached (templates are available on the HR website). Once the position has been approved by Cabinet, the hiring manager can initiate the posting on the career site at <https://careers.sru.edu/hr>.

Position Information / Justification (To be completed by hiring manager)

Department:

Fund Center:

Position Title:

Type of Position:

New: [ ]  Anticipated start date:

Replacement: [ ]  Position vacant date:       Anticipated start date:

Realignment of Existing Position [ ]

(please explain how and why):

Name of Staff Being Replaced:

Employment Type: Regular: [ ]  Temporary: [ ]

Full-Time: [ ]

 Part-Time: [ ]  Specify FTE:

Estimated Salary:       Estimated Benefits:

Position is (check all that apply):

[ ]  Accreditation [ ]  Enrollment Need [ ] Reorganization [ ] Other

[ ]  Business Continuity [ ]  Grant-Funded [ ] Revenue Generating

[ ]  Compliance/Legal [ ]  Health/Safety [ ] Strategic Need

Please explain:

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| **Justification** |
| Please provide evidence-based justification (including national or PASSHE standards) to justify the staffing request.      What is the impact of not filling the position? What projects/priorities/services will be impacted?      |

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| **Have you reviewed and exhausted alternative staffing options?** |
| \*Eliminated the work or expanded a current team member(s) role\*Considered hiring position at a lesser FTE, salary, or classification\*Deferred filling the position\*Completely performed by someone else\*Partially performed by someone else\*Considered staffing from another system UniversityPlease provide detailed explanation:      |
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| **Alignment with Strategic Plans** |
| [ ] Increased enrollment while enhancing student quality and diversity[ ] Attract, retain, and develop highly qualified and diverse faculty, staff and administrators[ ] Offer a quality, flexible, agile and integrated curriculum and co-curriculum to develop the intellectual,  social, physical, and leadership capabilities of students[ ] Fuel learning with powerful pedagogies and transformational experiences in and out of the classroom[ ] Maintain an unwavering focus on success for all students[ ] Provide a supportive campus experience through quality housing, dining, recreation, health, safety and  administrative services, and a caring community[ ] Increase financial resources, enhance physical facilities, employ cost-effective technology, and use Sustainable processes and procedures[ ] Engage alumni and friends in the life of the university[ ] Support external communities through programming and expertise |

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| **TO BE FILLED OUT FOR BOTH NEW AND EXISTING POSITIONS** |
| Are there any department/unit reductions in costs or increases in revenues to offset this expense?     If so, please explain:      |

Authorization Signatures:

Hiring Manager:       Date:

Vice President/Chief:       Date:

Please forward to Human Resources for review and submission to Cabinet.

Cabinet: Approved Not Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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 Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position #: \_\_\_\_\_\_\_\_\_\_