

POSITION REQUEST FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

☐ Position will be funded with existing department/unit funds

☒ Position funding is requested from VC Central Salary funds.

Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, a copy of this form will be returned to the hiring unit.

Effective Date(s): Beginning Date: 01 Oct 2017 Ending Date: 30 Jun 2018

Contact Name: Nancy Smith Phone #: 453-4545 Email: nsmith@siu.edu

Position: Fill/Create a New Position Classification: CS Extra Help

Proposed Position Rank/Title: Extra Help Position ID: _____

Appointment Type: Temporary (non-recurring) Months of Appointment: 9 Salary Basis: Fiscal (7/1-6/30)

E: 100% Salary Rate (maximum salary rate to be offered): 45 Total FY/Annual Cost: 40,500

Replacement, previous rank/title: _____ Prior incumbent: _____

Hiring Department/Unit: Office of Sponsored Programs Administration College/Unit: Vice Chancellor for Research

Budget Purpose #(s): 272726

Security/Safety Sensitive: N/A

Proposed hire a SURS retiree? No If yes, please provide both of the following forms and attach to this request.

Proposal for Re-Employment of a SURS Employer Retiree- <http://eforms.siu.edu/siuforms/info/hro1087.php> and

Statement of Applicant's State Universities Retirement System (SURS) Annuity Status- <http://eforms.siu.edu/siuforms/info/hro1086.php>

Has the proposed selected individual been employed at SIU Carbondale (including student employment) within the past 12 months? ☐ Yes ☒ No

Notes, in what type of appointment? _____

Comments (rationale, explanation, specialty factors, etc.):

Position: Extra Help: Coordinator for Research Innovation and Facilities

This position reports to the Director of OSPA w/in division. OSPA is currently short handed due to recent retirement. This position will assist the Director with coordination of OSPA duties.

Recommendation:

☐ Approved

☐ Not Approved

☒ Approved

☐ Not Approved

☐ Approved

☐ Not Approved

☐ Approved

☐ Not Approved

☐ Approved

☐ Not Approved

Chair/Fiscal Officer

Date

Dean/Director

Date

Vice Chancellor/Provost

Date

Chancellor (if applicable)

Date

President (if applicable)

Date