

THE UNIVERSITY OF THE SOUTH

## **New Position & Promotion Job Requisition Form**

Human Resources will need to review and classify the new position/promotion prior to the completion of this form.

1.	Date:							
2.	Department							
3.	Title of positi	ion						
4.	<u>Promotions</u> Name of st Current job Will vou rep	aff being /position	title _					_
5.	Org and Acc						(the six and four digit codes	to be charged)
6.	Is this position Exempt/No		kempt/Non-E	xempt Salary		Non-Exen		rate of pay.
7.			Sala	ary Range: Min		Mid	Max	
8.	Is this position		Regular Term	From	I	Τ	0	
9.	9. Yearly schedule		Full Year					
			Academic	Year 9 n	nontl	n 10	month	
			Other	Мс	onthe	s V	Veeks	
10.	Weekly sche	edule	Hours/wee	ek (non-exempt)		Pe	rcentage (exempt)	
11.	🗆 Fu	Ill-time – o Full- o Sho art-time – o Half	a position gr -time benefits = ort-term benefits a position le f-time benefits =	eater than or equestion or equestion appointment = 1 or 2 year term areas than 1,560 year = regular appointmer	ual to t with appoir early nt with	0 1,560 yearly ho over 1,560 yearly ho ntments with 1,560 yearly hours or 75% over 1,000 yearly ho	early hours	· 75%
12.	Budget and *Salaried pos			rate and yearly hour	s box	es in sections 1 & 2.		
	ew position o	or the pro	omoted	2) Promoted	d sta	ff's current	3) Promoted staff me	ember's salary
5	staff's salary	informat	ion	salary i	nfor	mation	increas	e
Ηοι	urly Rate			Hourly Rate			#1 Yearly Salary	
Year	ly Hours X			Yearly Hours	Х		#2 Yearly Salary -	
Year	ly Salary =			Yearly Salary	=		Salary Increase =	
Ber	nefits at			Benefits at	v		*do not include	

Х

=

benefits in this calculation\*

34%

**Total Cost** 

\*New position requests only need to complete section 1.

Х

=

34%

**Total Cost** 

13. Please detail the reporting structure for this position. To which position will this position report and which position(s) will report to them? How are you expecting to restructure with this new position/promotion? You are welcome to explain below or attach an organizational chart.

Position's direct supervisor:	
The position will supervise:	
Restructure explanation:	

## If additional funds are being requested, the following questions (14 & 14a) must be completed:

14. Please explain in detail how this new position will impact your budget for the current and next fiscal years. For instance, are there funds available in your budget for the current fiscal year? Will you reclassify or otherwise adjust your budget this or next fiscal year? Have you requested additional funds to support this position? If so, how much? What is your contingency plan if additional funds are not made available? What are the expected additional costs associated with this new position (new furniture, new office, etc.) and how will you manage those expenses?

15. Attach a copy of the proposed position classification (job) description.

Posting the position:

16.	Posting the position*	5 day Internal/Web Only	*Minimum Posting	
		10 day Regular Hourly	Includes a Messenger Ad	
		Regular Salary (Ex & NE)	 Includes a Messenger Ad	
<b>ΨΛΠ</b>			 	

\*All postings may automatically pull onto Indeed.com and any affiliations of Indeed.com

17.	Do you want to advertise outside of the internal, website and Messenger posting?
	If yes, please provide location's names and addresses.

Date
Date
Date
Date