

STAFF EMPLOYMENT REQUEST FORM

Requestor	Department/Center/Institute
-----------	-----------------------------

SECTION A – POSITION INFORMATION

Complete for all positions. Include position grade and hiring range for all exempt and nonexempt classified positions. If this is a new or an existing position for which you plan to change duties and responsibilities, contact Human Resources to discuss position classification and/or re-evaluation. The appropriate job grade must be determined prior to position approval.

Position title	Job Grade	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Hiring range to
----------------	-----------	---	--------------------

Date position available	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary (through)	Approved in university budget <input type="checkbox"/> New position <input type="checkbox"/> Existing position
		Not approved in university budget <input type="checkbox"/> New position <input type="checkbox"/> Change in full-time equivalent (from to effort) <input type="checkbox"/> Change in position level

SERVICE MONTHS

9 mos 10 mos 11 mos 12 mos (at hours per week and annual effort)

If other than 12 months, position will be staffed from to .

Position number	Index number	Account name	Duration of support	Total Budget available
			On-going	
			On-going	
			On-going	

This position is funded by soft dollar hard dollar funding (to be filled out by Budget only).

INCUMBENT DATA

Name Date of change

If transferred, to what Lehigh department

POSITION DESCRIPTION SUMMARY

Do Not Post

POSITION REQUIREMENTS

Education:

Relevant teaching and research experience:

Other qualifications: Successful completion of standard background checks (social security verification, education verification, national criminal background checks)

ADDITIONAL BACKGROUND CHECK REQUIREMENTS

- | | | |
|--|---|--|
| <input type="checkbox"/> Fiduciary responsibility | <input type="checkbox"/> Works with minors | <input type="checkbox"/> Operates University Vehicle |
| <input type="checkbox"/> Safety sensitive position | <input type="checkbox"/> Requires special license/certificate | <input type="checkbox"/> Other _____ |

SECTION B – POSITION APPROVAL

Resource Management will review requests for all positions to confirm budget availability. For classified exempt and nonexempt positions, they will also verify position title, grade, hiring range, and hours for consistency with existing position classification. All positions funded by research indexes (429000-643999) also require approval from the Office of Research and Sponsored Programs.

The Provost/Vice President's Office should notify the requesting department of his/her approval by returning the original form. A copy should be sent to Human Resources. The staff employment process may begin upon receipt of the required approvals. Contact your employment coordinator or Human Resources for assistance.

ROUTING	DECISION	INITIALS	DATE
Director/Department Chairperson	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Academic Dean or equivalent	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Budget Office	<input type="checkbox"/> Reviewed <input type="checkbox"/> See Remarks Below		
Human Resources	<input type="checkbox"/> Reviewed <input type="checkbox"/> See Remarks Below		
Office of Research & Sponsored Programs (if applicable)	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Provost/Vice President (or position designated by the President)	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		

Remarks