

Position Request Form

Staff Positions

INSTRUCTIONS

This form serves two purposes:

Staff Position requests requiring Position Approval Committee approval.

- Complete the Position Information, Funding & Justification sections of the form.
- Attach department organization chart and job description (only required if new headcount or job description has been revised).
- HR Compensation should review the following request types prior to submission to the Position Approval Committee:
Vacant Positions – New headcount, Backfill (only if job description is changing), Reclassification Employee Change – Pay/equity adjustment, Promotion, Reclassification
 If HR Compensation review is required, submit to HR.Compensation@northwestern.edu. Estimated review time is 3 business days.
 If HR Compensation is not required, skip to step 5.
- Update relevant fields based on HR Compensation review (e.g. Position Number, Grade, etc.) and attach Compensation evaluation, if applicable.
- Route Position Request Form to School/Unit Approvers for internal review and approval.
- Submit approved Position Request Form to PositionApprovalCommittee@northwestern.edu. The Position Approval Committee reviews requests on a weekly basis, with an approximate turnaround time of 10 business days.

Staff Position requests requiring HR Compensation review, but not requiring Position Approval Committee approval.

- Complete the Position Information and Funding sections of the form.
- Submit form to HR.Compensation@northwestern.edu. Estimated review time is 3 business days.

POSITION INFORMATION

New Request **Updated Request** (previously submitted to PAC)

Position Title: _____ **Position Number:** _____ OR To be created

School/Unit: _____ **Job Code:** _____ OR To be created

Department: _____ **Grade:** _____ OR To be evaluated

Department Number: _____ **'Reports To' Name:** _____

Reason for Request (select all that apply):

VACANT POSITION:

- New headcount (incremental headcount)
- Backfill (backfill existing position at same grade), person being replaced _____, date vacated _____
- Reclassification-Vacancy (upgrade or downgrade existing vacant position), previous grade _____

EMPLOYEE CHANGE:

Employee Name _____, desired effective date _____

Will the employee change lead to incremental headcount? Yes No

- Increase in hours, current full-time equivalent (FTE) _____%, requested FTE _____%
A reduction in hours is exempt from the Position Management Process unless it results in a vacancy; all vacancy requests must flow through the process.
- Pay/Equity Adjustment (in-grade pay change for employee)
- Promotion (change in appointment where employee moves to new position at higher pay/grade), previous grade _____
- Reclassification-Employee (change in position duties that results in a pay/grade change), previous grade _____
Job postings are required for promotions and/or reclassifications if there are similarly situated employees (individuals having the same job profile) within the same supervisory organization.
- Term appointment extension
 Current end date _____, new end date _____, total appointment length to date _____
- Convert term appointment to indefinite
- Other, explain: _____

Schedule Type: Full-time, hours: _____ Part-time, hours: _____ **Work Location:** _____

Appointment Type: Regular Staff (indefinite) Term Appointment (if new, requested length: _____)

POSITION FUNDING

Target Annual Salary: _____ **Previous Salary:** _____
(not required for new headcount)

The maximum approved budget for an offer will be 102% of the Target Annual Salary listed above. If the offer exceeds 102%, additional approvals may be required.

Target Annual Salary is in Quartile 1 2 3 4 of the pay range.

- Current compensation budget (as reflected on approved management budget) has sufficient unencumbered capacity to support the salary and benefit expense.
- Current compensation budget (as reflected on approved management budget) does NOT have sufficient unencumbered capacity to support the salary and benefit expense. Explain how position will be funded.

Funding Source & Allocation:

Chart String	% Allocated

Select all that apply:

- Faculty commitment (attach supporting documentation, e.g. faculty offer letter outlining commitment)
 Details: _____
- Endowment/Award
 Details: _____

If the request requires HR Compensation review but does not require Position Approval, **STOP HERE**. Submit first page of the form to HR.Compensation@northwestern.edu.

POSITION JUSTIFICATION

Why is this position request/update necessary and how was the work accomplished previously?

What organizational assessment was completed prior to submitting this request?

If approval cannot be granted, how will the work be accomplished without increasing salary expense?

How does this position support School/Unit strategic priorities and [University Priorities](#)?

APPROVALS

By signing below, I am indicating my support for this position request:

Requestor Name: _____ Signature: _____ Date: _____

Dept/Business Administrator Name: _____ Signature: _____ Date: _____

Assoc Dean/Head of Administration Name: _____ Signature: _____ Date: _____

Dean/Vice President (or delegate) Name: _____ Signature: _____ Date: _____

A delegate must be a direct report of the Dean/Vice President and/or be able to evaluate requests for both budget and strategy alignment. To appoint a delegate, a delegation of authority memo signed by the Dean/Vice President must be submitted to the Position Approval Committee mailbox – PositionApprovalCommittee@northwestern.edu.