

PRF# _____

POSITION REQUISITION FORM - UNCLASSIFIED

Exemption: Adjunct Appointments



Date: _____

GENERAL INFORMATION

<input type="checkbox"/> New Position	<input type="checkbox"/> Existing Position	<input type="checkbox"/> Range Reassignment	Previous Incumbent: _____	(If applicable)
Division:	_____			
College/School:	_____			
Dept/Program:	Account No./Cost Center:	_____ <input type="checkbox"/> General Fund <input type="checkbox"/> Non-General Fund		
Position Title: <small>(Non-instructional only)</small>	Position Number:	_____		
Proposed Contract Period:	<input type="checkbox"/> 9 Month (168 Duty Days) <input type="checkbox"/> Other (_____ Duty Days) <input type="checkbox"/> 12 Month - Administrative (261 Duty Days)			
Proposed FTE:	Proposed Contract Dates: Begin:	End:	Max Base Salary:	\$ _____

TYPE OF POSITION

Barg Unit/Plan	Proposed Contract Type:	Check Proposed Rank(s):		
Faculty (IFO)	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term	<input type="checkbox"/> (1) Professor <input type="checkbox"/> (2) Associate Prof. <input type="checkbox"/> (3) Assist Prof. <input type="checkbox"/> (4) Instructor		
Administrative & Service Faculty (MSUAASF)	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Externally Funded	Range:	_____	
MnSCU Administrators	<input type="checkbox"/> At Will <input type="checkbox"/> Acting <input type="checkbox"/> Interim <input type="checkbox"/> Temporary	Range:	_____	

JUSTIFICATION/EXPLANATION FOR CREATING / FILLING

.....

RECRUITMENT/SELECTION PROCESS (Not required for range reassignments)

Search waiver form attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Affirmative Action goal for department: _____	Search to be conducted beginning: _____
If "No", complete →	Type of search: <input type="checkbox"/> National Search <input type="checkbox"/> Regional Search (Requires justification) <input type="checkbox"/> Local Search (Requires justification)	
	Recruitment Funds Requested: \$ _____	

REQUESTING SIGNATURES

 Department Chairperson/Director Date _____ College/School Dean Date _____

DIVISION VICE PRESIDENT APPROVAL

Complete if different from requested:
 Contract Type: _____ Rank/Range: _____ FTE: _____ Maximum Base Salary: \$ _____ Recruitment Funds Approved: \$ _____

(Position Descriptions NOT required for IFO)
 The attached Position Description is:
 Accurate and up to date **Or** In the process of being revised

 President or Division Vice President Date _____

BUDGET AUTHORITY APPROVAL

 Budget Officer Date _____

AFFIRMATIVE ACTION / HUMAN RESOURCES APPROVAL

(Not required for range reassignments)

 Director of Affirmative Action Date _____ Director of Human Resources Date _____