Troy University
Position Requisition Memo

Complete this form to request approval to create a new position or refill a vacant position.

Title of Position: _____ **PeopleAdmin Position ID:** _____

Previous Employee Name: _____ **Date Position Vacated:** _____

Previous Employee Salary: _____ **Planned Hiring Salary:** _____

Salary Range: _____ **Step 1 of Salary Range** *(Classified Positions):* **Hourly** _____ **Annual** _____

FY _____ Budget Amount: _____

FY _____ Budget Amount: _____

Note: If you do not know the budgeted amounts for your position, please review the position description in PeopleAdmin first, then call HR if you have any questions.

FOR FACULTY ONLY

Credit hours taught: _____   Number of courses taught: _____   Revenue generated for one academic year: _____

How position will be funded:

___ Existing budgeted funds for position

___ Transfer $_____ from *Position Title:* _____ *Position ID:* _____

___ Transfer funds from part-time account. *Account number:* _____

___ Other - Please explain:

_____

Justification for position:

This must include a statement of critical need, and if applicable, cost savings generated from this action.

Director/Dean/AVC: _____   Date _____

Senior Vice Chancellor of Division: _____   Date _____

Senior Vice Chancellor of Finance: _____   Date _____

Chancellor: _____   Date _____

Comments from Approvers: