



AUGUSTA UNIVERSITY

Position Review Request

Please note: This document is to be completed & uploaded in the PeopleSoft System as you are creating the Job Opening. Please create the job opening and after you have clicked save, you can then upload this document to the Activities and Attachment Section. If you should have questions, please contact your HR Talent Consultant/Recruiter.

Date Submitted:
Shared Services? Yes OR No

Position Number:
Position Title:
FTE:

Department ID:
Department Name:

Budgeted Salary:
Pay Grade: Exempt OR Non-Exempt

Employment Type:
 Clinical
 Administrative
 Regular OR
 Temporary
 Full Time(FT)/Part Time(PT)

 Research (>75% RI Funds)

Name of the Requester/Primary Departmental Contact:

Email Address:
Office Extension:

Name of the person completing this request, if different from the name listed above:

Fund Source/CFC: *Must provide detailed funding source(s), listing all CFCs and the percentage supported by the CFC:*

FUND	DEPT ID	PROGRAM	CLASS	PROJECT ID	%

****Provide/Attach an organizational chart showing the vacancy and its relationship to the other positions in the unit/department, and indicate/highlight the vacant position.****

Total Departmental FTE's:

Total Filled:

Reason for the Vacancy: New Position Term for Cause* Transfer* Resignation*

*If replacement, date the position was vacated:

Duration of Vacancy:

Justification: *Please use this space provided below to outline the critical nature of this position; and attach additional pages, if necessary:*

Is there another department that performs similar duties/functions? Yes OR No

Is there another way to get the work done? Describe any efforts that have been made to re-engineer the work so as to eliminate this position or redistribute the work to other positions in the organization.

What are the consequences if the position is not approved at the present time? Provide relevant metrics as appropriate.

Approvals:

Department Head/Director

Date

Vice President

Date

Executive Vice President

Date