



MAKING EDUCATION POSSIBLE

**PERSONNEL ACTION REQUEST**

TO: Human Resources Director  
 FROM: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**Type of Personnel Action Requested**  
 (Please Check Appropriate Boxes)

**CLASSIFIED/NON-CLASSIFIED**

**FACULTY**

<input type="checkbox"/>	Fill Existing Vacancy(Attach PIQ)	<input type="checkbox"/>	Full-time
<input type="checkbox"/>	Create New Position (Attach PIQ)	<input type="checkbox"/>	Part-time
<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Full-time Regular Employee	<input type="checkbox"/>	Professor
<input type="checkbox"/>	Part-time Regular Employee (Less than 1040 hours/yr)	<input type="checkbox"/>	Associate Professor
<input type="checkbox"/>	Temporary Employee (Less than 9 months & less than 1040 hours)	<input type="checkbox"/>	Assistant Professor
<input type="checkbox"/>	Casual Employee (Less than 225 hours/yr)	<input type="checkbox"/>	Instructor

**\*\*TO BE COMPLETED FOR ALL POSITIONS\*\***

Dept/Division		Fund Acct No.	
Starting Date		Pay Grade	
Salary		Campus	
Position No.		FTE	
Title		Previous Incumbent	
Justification			

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Dean/Director Date

\_\_\_\_\_  
Cabinet Level Supervisor Date

\_\_\_\_\_  
Director, Title III – BRACE Date

\_\_\_\_\_  
Director, Human Resources Date

\_\_\_\_\_  
Vice President – Financial & Administrative Affairs Date

\_\_\_\_\_  
Affirmative Action Officer Date

\_\_\_\_\_  
President Date