**SLIPPERY ROCK UNIVERSITY**

**NON-INSTRUCTIONAL REQUEST TO FILL FORM**

This form is to be used to request approval to fill non-instructional positions, both permanent and temporary, new or replacement. This form must be completed **before** initiating a posting on the career site.

When submitting the form, a **signed job description and essential form** must be attached (templates are available on the HR website). Once the position has been approved by Cabinet, the hiring manager can initiate the posting on the career site at <https://careers.sru.edu/hr>.

Position Information / Justification (To be completed by hiring manager)

Department:

Fund Center:

Position Title:

Type of Position:

New:  Anticipated start date:

Replacement:  Position vacant date:       Anticipated start date:

Realignment of Existing Position

(please explain how and why):

Name of Staff Being Replaced:

Employment Type: Regular:  Temporary:

Full-Time:

Part-Time:  Specify FTE:

Estimated Salary:       Estimated Benefits:

Position is (check all that apply):

Accreditation  Enrollment Need Reorganization Other

Business Continuity  Grant-Funded Revenue Generating

Compliance/Legal  Health/Safety Strategic Need

Please explain:

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| **Justification** |
| Please provide evidence-based justification (including national or PASSHE standards) to justify the staffing request.    What is the impact of not filling the position? What projects/priorities/services will be impacted? |

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| **Have you reviewed and exhausted alternative staffing options?** |
| \*Eliminated the work or expanded a current team member(s) role  \*Considered hiring position at a lesser FTE, salary, or classification  \*Deferred filling the position  \*Completely performed by someone else  \*Partially performed by someone else  \*Considered staffing from another system University  Please provide detailed explanation: |
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| **Alignment with Strategic Plans** |
| Increased enrollment while enhancing student quality and diversity  Attract, retain, and develop highly qualified and diverse faculty, staff and administrators  Offer a quality, flexible, agile and integrated curriculum and co-curriculum to develop the intellectual,  social, physical, and leadership capabilities of students  Fuel learning with powerful pedagogies and transformational experiences in and out of the classroom  Maintain an unwavering focus on success for all students  Provide a supportive campus experience through quality housing, dining, recreation, health, safety and  administrative services, and a caring community  Increase financial resources, enhance physical facilities, employ cost-effective technology, and use  Sustainable processes and procedures  Engage alumni and friends in the life of the university  Support external communities through programming and expertise |

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| **TO BE FILLED OUT FOR BOTH NEW AND EXISTING POSITIONS** |
| Are there any department/unit reductions in costs or increases in revenues to offset this expense?    If so, please explain: |

Authorization Signatures:

Hiring Manager:       Date:

Vice President/Chief:       Date:

Please forward to Human Resources for review and submission to Cabinet.

Cabinet: Approved Not Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position #: \_\_\_\_\_\_\_\_\_\_