

# Position Approval Form

Hampshire College *Office of Human Resources*

## Section 1: Job Description

- Job description was updated in consultation with Division Head
- Job description was approved by HR
- HR has determined salary range based on the updated job description: \_\_\_\_\_ to \_\_\_\_\_

## Section 2: Vacancy Type

- Existing Position/ Same (position was vacated and seeking to make no changes to the position to refill)
- Existing Position/ Modified (position was vacated and seeking to make changes to the position such as title, responsibilities, etc.)
- New Position (position is a new/ additional position to be filled)

## Section 3: Position Info

Position Title: \_\_\_\_\_

Classification:  Administrator (61101)  Staff (61201)  Adjunct Faculty (61006)  Scholar/ Post-Doc (61009)  
 Casual (61401)  Visiting Faculty (61004)  Faculty (61001)  Faculty Assoc/ Senior Faculty Assoc (61005)

Department: \_\_\_\_\_ GL Account Number (80 or 90): \_\_\_\_\_

Hourly Rate (Non-Exempt): \_\_\_\_\_ Annual Salary (Exempt): \_\_\_\_\_ Budgeted Rate or Salary: \_\_\_\_\_

If a gap exists between proposed versus budgeted cost, how will you fill the gap within your department budget:

\_\_\_\_\_

FTE: \_\_\_\_\_ Employee's Scheduled Weekly Hours:  35  40  Other \_\_\_\_\_ Incumbent: \_\_\_\_\_

Employment Cycle (if position is less than 12 months, indicate employment period): \_\_\_\_\_ to \_\_\_\_\_

Faculty Position Type:  Academic Year  Fall Semester  Spring Semester  Other \_\_\_\_\_

All applicable areas of the form must be complete prior to submitting for approval.

Once complete, please forward the form to the positions outlined on the second page in the order listed.

## Section 5: Authorization (Required Signatures)

1. Department Head/ Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_
2. Finance/ Head of Budgets and Planning: \_\_\_\_\_ Date: \_\_\_\_\_
3. Human Resources/ Head of HR: \_\_\_\_\_ Date: \_\_\_\_\_
4. Division Head: \_\_\_\_\_ Date: \_\_\_\_\_
5. President: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Human Resources Processing (Completed by HR Staff)

HR Process Date: \_\_\_\_\_ HR Staff Name & Initials: \_\_\_\_\_

Position ID #: \_\_\_\_\_  
Dept Abbreviation                      Object Code (3 digit)                      Title Abbreviation

Non-Faculty Position Type (# of Pay Cycles): \_\_\_\_\_ Pay Cycle:  EX  EP

- Job Ad drafted, approved by Hiring Manager, and posted in ATS
- Job Ad graphic created and shared with Hiring Manager, Division Head, Head of HR

Additional Notes: \_\_\_\_\_