

Murray State University
Accounting and Financial Services
New Position Request Form
Faculty Rank Only

Professor, Associate Professor, Assistant Professor, Instructor, Lecturer

Accounting use only	
Date	___/___/___
JV#	J
HR Module	
FIN Module	

Use this form to

- 1) Create a new Faculty position.
- 2) Change the Faculty Rank (title change) on an existing position. A new position number will be given and the existing position will be deactivated. The new position must be fully funded, and the existing position budget must be zeroed out on the Position Funding Information section below.

No Job Audits or separate BTRs are required if this form is used.

Contact Information:

Prepared By _____ Phone _____ Date _____

Complete all fields except those indicating Budget and Accounting Use.

NEW POSITION INFORMATION:

Position Title (30 character limit)	Department Name

Salary	FTE	Contract Term	Date Position Is Needed

Remarks

POSITION FUNDING INFORMATION:

	Chart	Fund	Org	Acct	Prog	Position #	Decrease/Increase	Amount
Number	1							
Description								

	Chart	Fund	Org	Acct	Prog	Position #	Decrease/Increase	Amount
Number	1							
Description								

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Number	1							
Description								

	Chart	Fund	Org	Acct	Prog	Position #	Decrease/Increase	Amount
Number	1							
Description								

BUDGET USE ONLY:

Deactivated Position Number	New Position Number	Position Eclass	Date Created	Initials

Please obtain the appropriate signatures and send form to the Budget Office.

Approvals

Financial Manager _____ Date _____

Vice President _____ Date _____

Chair _____ Date _____

President, if applicable _____ Date _____

Dean _____ Date _____

Budget _____ Date _____

Copy to HR
Copy to Requesting Department
Copy to Requesting VP
Copy to President's Office

Retain a copy for your department