

SOUTHERN UNIVERSITY SYSTEM

SUS SUBR SULC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE: _____
 BE AUTHORIZED AS A VACANCY FOR: _____

(Department or Unit Name)

POSITION TYPE		FTE STATUS		SOURCE OF FUNDS
<input type="checkbox"/> Replacement	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Full-Time	<input type="checkbox"/> State	<input type="checkbox"/> Grant -in-Aid
<input type="checkbox"/> New Position	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Part-Time	<input type="checkbox"/> System Revenue	<input type="checkbox"/> Agency Fund State
<input type="checkbox"/> Temporary	<input type="checkbox"/> Faculty	<input type="checkbox"/> Percentage of Time		
	<input type="checkbox"/> Non-Tenured			
	<input type="checkbox"/> Tenure-Track			
	<input type="checkbox"/> Tenured			

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

Salary/Range: _____ Previous Incumbent (if replacement): _____

Supervisor's Position Title _____ Supervisor's Position No. _____

_____ **Approved** _____ **Disapproved** _____
 _____ **Department Head** _____ **Date**

_____ **Approved** _____ **Disapproved** _____
 _____ **Dean/Director/Supervisor of Budget Unit** _____ **Date**

FINANCE/BUDGET OFFICE ONLY			
Funds Available		Position Number	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Signature		Date	
Budget Number			

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position		<input type="checkbox"/> Yes	<input type="checkbox"/> No
FLSA Status	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
Empl. Class:	Pos. Class:		
SOC Code		Verified By:	Date:

_____ **Approved** _____ **Disapproved** _____
 _____ **Vice Chancellor** _____ **Date**

_____ **Approved** _____ **Disapproved** _____
 _____ **Chancellor/Vice President** _____ **Date**

_____ **Approved** _____ **Disapproved** _____
 _____ **President** _____ **Date**

An Equal Opportunity Employer