Date: Today’s Date

To: SEBS-Office of Human Resources

Martin Hall, Cook Campus

From: Department Chair, Director or Supervisor

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I am writing to request approval to submit the below staff action to University Human Resources for review.

***Action Type:*** *(Classify New/Fill A Vacancy/Reclassification.)*

***Proposed Title:***

***Proposed Salary Grade:***

***Ideal Start Date:***

***Budget Source:*** (*Grant/State Account/Etc.)*

I have consulted with the appropriate members of my department to discuss the position requested and obtain approval to proceed. Collaboratively, we have examined the attached CARF and are confident that it is an accurate representation of the roles’ requirements and its responsibilities and fully expect it will meet both the immediate and future needs of this department as we strive towards advancing diversity and inclusion. My financial staff have confirmed with the necessary budgetary approver(s) that there are sufficient funds to support the salary range for this appointment.

Please review and approve so our office can initiate the recruitment process.

Thank you.