

Arkansas Tech University Position Review Form

Indicate Type of Request:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Position | <input type="checkbox"/> Position move from Hold Status | <input type="checkbox"/> Budgeted Replacement Position |
| <input type="checkbox"/> Vacant Position to Activate | <input type="checkbox"/> Position with Salary Adjustment | <input type="checkbox"/> Grant Funded or Provisional Position |
| <input type="checkbox"/> Working Title Change | <input type="checkbox"/> Salary Adjustment for Additional Duties | <input type="checkbox"/> Internal Reassignment (Promotion/Transfer) |

*Policy approved by BOT April 18, 2024

Division: _____

Date Submitted: _____

Department: _____

Date Reviewed by Committee: _____

Signatures:

Dean/Department Head/Director: _____ Date: _____

Vice President: _____ Date: _____

Reviewed by President? Yes No Notes:

During times of restructure, before submitting a request, managers should question whether the position is essential to the operations of their department. In the event of possible downsizing, would this position be one that is cut from your department's budget? Yes No

Position Requests:

Position Number: _____

Working Title: _____

Current Salary: _____

Appropriated/Authorized Title: _____

Proposed Salary: _____

Salary Adjustments Requests:

Position Number: _____

Current Salary: _____

Appropriated/Authorized Title: _____

Proposed Salary: _____

Working Title Change Requests:

Position Number: _____

Current Title: _____

Current Salary: _____

Salary Change? Yes No

New Title: _____

Proposed Salary: _____

***Attach an explanation of request including job description, rationale for request, and financial impact. Must include budget index and account information.**

Human Resources Analysis (Required for Committee Review):

- | | <u>Yes</u> | <u>No</u> | |
|--|--------------------------|--------------------------|--------------|
| • Position Currently in "On Hold" Status | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Position Currently in "Frozen" Status | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Availability of: Authorized Position | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Budgeted Funds | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Advertising Required | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Compensation Review | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |
| • Position Review Committee Recommendation | <input type="checkbox"/> | <input type="checkbox"/> | Notes: _____ |