WASHBURN UNIVERSITY

Faculty/Administrative Request to Fill Position

**Authorization requested to fill the position defined below:**

**Department**

**Position Title/Rank**

**Position Number       Funding Source (Grant/General Fund/Other)**

**F** **O       A       P       A       L**

**Budget FTE**

**1.0**-12 Month Full-time, 10 Month full-time, 9 Month full-time

**.75**-three-quarter time

**.5**-half-time

**.25**-quarter time

**Proposed Annual Salary OR Range $**

**Date to be Filled** **Date Position Becomes Open**

**Please attach additional page if necessary**

1. **Brief description of the position (state if the description is the same as that for the presently occupied position or if this is a new job description):**

1. **Brief rationale for retaining or adding position (if faculty position, give courses to be taught and estimate of SCH to be taught in general education, service, and major areas):**

1. **List other expenses associated with the position, such as needed building space, remodeling, equipment, office furniture, computers, secretarial support or any other expenses:**

**FUNDING AVAILABLE IN LINE** **[ ]  Yes** **[ ] No**

**FUNDING:**

**Signatures**

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**(1) Department Head Date (2) Dean/Director (If applicable) Date**

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 **(3) Vice President Date**