

PERSONNEL ACTION REQUEST

Department:

Contact:

REQUEST FOR: New Position Hire/Recruitment Hire/Recruitment Visiting Reclassify Position
 Special Pay Increase/Stipend **Check all options that apply**

POSITION TYPE: Faculty Administration Staff POSITION NUMBER:

CURRENT TITLE: EMPLOYEE NAME:

REASON FOR LEAVING:

FUNDING SOURCE: E&G Auxiliary/Fees Foundation Grant Other

FUND: DEPT: PROD: INIT: PROJECT:

For multiple funding sources, select all that apply and provide breakdown in the details field below

Requested Salary/Range: \$ Increase/Decrease: \$

Provide details about the request. Indicate needs for facilities, start-up funds, etc. and how they will be addressed.

Dean/Director

Date

Vice Chancellor

Date

Human Resources

Administration & Finance

Chancellor

Date