## REQUEST FOR POSITION ACTION (BOR positions)

### REQUESTING COLLEGE, DIVISION/DEPARTMENT, PROGRAM

**PSEUDO NO.**

### 1. TYPE OF ACTION REQUESTED

- **a.** ESTABLISHMENT OF NEW POSITION
- **b.** REDESCRIPTION/RECLASSIFICATION OF POSITION
- **c.** CONTINUATION OF TEMPORARY POSITION NTE
- **d.** FILLING OF POSITION NTE
- **e.** FILLING POSITION TEMPORARILY NTE
- **f.** ABOLISH POSITION
- **g.** FTE (POSITION COUNT)

### JUSTIFICATION FOR THE ABOVE REQUESTED ACTION (Attach additional sheets if necessary)

- Position data verified OHR 1st review
- Position Description is current and accurate:
  - Funds have been verified:

### VC, DEAN, DIRECTOR, OR DESIGNEE

**DATE**

**FISCAL AUTHORITY**

**DATE**

### 16. UOH CODE 17. FTE 18. MOF 19. BD TYPE

**FTE** and position count have been verified:

### CAMPUS BUDGET OFFICE

**DATE**

### APPROVED DISAPPROVED

**REMARKS:**

**Essential position to the University's mission:**

**PRESIDENT, VP, CHANCELLOR**

**DATE**

### OTHER NOTES/COMMENTS

**UH SF-2 8/2016**

**HUMAN RESOURCE OFFICE**