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**Personnel Adjustment**

## **Position Information**

|  |  |
| --- | --- |
| Department: **Choose an item.** | Employee: **Click here to enter text.** |
| **Current Position Details** | **Requested Position Details** |
| Working Title: **Click here to enter text.**UCAP Title: **Click here to enter text.**Job Level: **Choose an item.**[ ]  Regular [ ]  Extended Temporary (ETE)Salary: **Click here to enter text.** | Working Title: **Click here to enter text.**UCAP Title: **Click here to enter text.**Job Level: **Choose an item.**[ ]  Regular [ ]  Extended Temporary (ETE)Salary: **Click here to enter text.**Expected Effective Date: **Click or tap to enter a date.** |

## Related Vacancy Is this request backfilling an existing vacancy? [ ]  Yes [ ]  No *(if yes, expand and complete this section)*

|  |
| --- |
| **Vacant Position Details** |
| Exiting Employee: **Click here to enter text.**Working Title: **Click here to enter text.**UCAP Title: **Click here to enter text.**[ ]  Regular [ ]  Extended Temporary (ETE)Salary: **Click here to enter text.**Exit Date of Employee: **Click or tap to enter a date.** |

## **Justification for Position Replacement**

Is this an Interim Assignment?: [ ]  Yes [ ]  No

 If yes, what is the expected end date? **Click or tap to enter a date.**

Justification for Hiring Waiver:

*Why is this role critical to fill now? Is this role part of institutional revenue-generating efforts? Does this role support critical research? What are the impacts to the unit if this is not filled? What services may be affected without this position?*

[enter justification here]

If this is a promotion, are there any other employees in the department with the same title who could have been considered for the change:

[ ]  Yes [ ]  No

Explanation of decision:

[enter decision explanation here]

## **Routing & Approval Signatures**

**Please complete form fields and forward the Word document to Mary Moore to acquire the appropriate signatures (including submission through the Hiring Waiver process):** **mmmoore@arizona.edu****.**

Management\* / Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If different than Leadership*

Leadership Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (VP) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*FNSV Human Resources Use Only:*

Ada Korhonen, Director,

Organizational Administration & Shared Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_