

REQUEST FOR NEW FACULTY POSITION FORM

The purpose of this form is to provide position and funding details to submit a request for a new **Non Tenure Track** or **Tenure/Tenure Track Faculty** position. This form must be completed to initiate the review and approval process.

1. Before you begin completing this form, confirm funding for the new position through the Office of Provost at ksullivan@wpi.edu and Office of Budget and Planning at oklochkova@wpi.edu.
2. Please submit completed form and job description to Kris Sullivan at ksullivan@wpi.edu and write on the email subject line: *New Position Request*. The Office of Provost will review and approve requests to be initiated in Workday.
3. The Compensation Analyst in Talent & Inclusion office will complete salary benchmarking, if needed, and may provide further consultation. The average turnaround time may take up to a week to complete the new position request prior to initiating the job requisition process. If you have any questions while completing this form, please contact the Division of Talent & Inclusion at ext. 5470 or talent@wpi.edu.

This form is *not* required for **replacement faculty** positions. You may create a job requisition in Workday and select the position being vacated in your supervisory organization to initiate the approval process.

SECTION 1: POSITION DETAILS

1. Division:

2. Supervisory Organization (Hiring Manager):

3. Job Posting Title/Business Title:

4. Number of Positions to be filled:

5. Anticipated Start Date:

6. Targeted End Date/Compensation End Date:

(if applicable i.e., funding is only available for a specified period)

7. Position Status (select one of the following):

Full time
Part time (FTE% -- ____)

8. Position Type (select one of the following):

Faculty Tenure/Tenure Track
Faculty Non Tenure Track

9. Position Budget: \$ _____

The budget amount should be verified with the Office of Budget prior to submitting this request and the Compensation Analyst will determine salary benchmarking for the new position. Please note if benchmarking amount exceeds position budget, you may need to identify additional funding sources.

10. Job Description – REQUIRED DOCUMENT

Please attach a detailed job description including **summary**, **responsibilities** and **requirements** as a separate Word document when submitting this form. If you need assistance preparing a job description, click on the [Job Description Template Guide](#). Please note, you will have the opportunity to edit this information during the job requisition process.

SECTION 2: FUNDING DETAILS

If you need assistance with completing the funding details, please contact Office of Budget and Planning at oklochkova@wpi.edu.

Position Funding/Request Reason (select one of the following):

Budgeted [APBP New]	Fiscal Period FY20 ___ - 20___	Cost Center Number _____	Provide Explanation:
Reallocated/Non-Operating Funding [APBP New]	Fiscal Period FY20 ___ - 20___	Cost Center Number _____	Provide Explanation:
Approved Operating Budget Overage	Fiscal Period FY20 ___ - 20___	Cost Center Number _____	Provide Explanation:
Budget Re-deployment Please provide positions details where the budget is being redeployed from and/or provide operating budget line for additional funding. <i>NOTE: The indicated position will be closed and unavailable to fill in the future.</i>	Position Title _____ Position Number _____	AND/OR	Ledger Account _____ Cost Center _____
Gift/Designee Funded Only for positions fully funded by gift/designee funds.	Cost Center Number _____	Gift Number _____	Fund Number _____ Designee Number _____
Grant Funded Only for positions fully funded by grant.	Grant Name _____ Grant Number _____	Award Begin Date _____ Award End Date _____	Cost Center Number _____
Startup Funded Only for positions fully funded by startup funds.	Cost Center Number 1136-CC _____	Designee Number _____	

SECTION 3: ADDITIONAL COMMENTS

Submitted By:	Date Submitted:
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