

Some Important Information Before You Begin

1. When should I create a NEW position description?

A new position is one in which has never been in your department before and for which you will need to build a budget and have a position number assigned by the Budget Office.

Examples of new position description:

- Requesting new faculty member to teach a new course
- Requesting additional help in your department (which hasn't been established yet)

2. When should I modify/reclassify a current position description?

An existing position is one in which is currently in your department (or is being moved to your department) and the position number and the budget have already been established.

Examples of modifying/reclassifying existing position:

- Requesting reclassification (upgrade) of existing staff employee
- Salary advancement and/or title change for existing staff employee
- Requesting to fill a vacant position