

# Indiana University Kokomo Position Request Authorization

OAA# \_\_\_\_\_

Request is for:

Department:

Position Type:

Start Date:

Position Title:

Plan:

Grade:

Rank:

## **SALARY RANGE**

Minimum Market Range

Maximum Market Range

## **COMPARABLE SALARIES**

Position #1

Title #1

Plan:

Grade:

Rank:

Position #2

Title #2

Plan:

Grade:

Rank:

If this is a replacement request, provide the following:

Name: \_\_\_\_\_

Position Number: \_\_\_\_\_

Salary of Employee: \_\_\_\_\_

GL Account: \_\_\_\_\_

Have you provided the following:

Position Description (Attach on Separate Sheet)

Position Justification (Attach on Separate Sheet)

**REQUESTED BY:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPROVED BY:**

Vice Chancellor: \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief of Staff/AA Officer (All Positions): \_\_\_\_\_ **Date:** \_\_\_\_\_

VC for Finance (All Positions): \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby authorize search and screen procedures to begin action on the above position. Further actions should adhere to the Search and Screen Procedures.

REQUEST APPROVED? Yes No (Attach reason on separate sheet for denial)

Chancellor: \_\_\_\_\_ **Date:** \_\_\_\_\_