# Academic Employee Job Opening Request

**Position information**

|  |  |
| --- | --- |
| Payroll Title: Click or tap here to enter text. | Job code: Click or tap here to enter text. |
| Department: Click or tap here to enter text. | Position # (if already exists): Click or tap here to enter text. |
|  | JPF # (if already exists): Click or tap here to enter text. |

Funding source: Click or tap here to enter text.

Current or former incumbent: Click or tap here to enter text.

**Exception justification**

Provide rationale for filling this job opening, including the mission critical and/or essential to business operations role of the position. Is the role mission critical and/or essential to operations? Will a deferral in filling the position result in significant operation disruption or place compliance at risk? Are there any qualified interim existing employees that could take on the additional duties?

Click or tap here to enter text.

**Departmental Contact**

Name: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

**Approvals**

Approver 1 (Typically Department Chair/Director): Click or tap here to enter text.

Approver 2 (Typically Dean): Click or tap here to enter text.

Approver 3 (Optional): Click or tap here to enter text.

EVC: David Marshall