

PRF# _____
POSITION REQUISITION FORM - UNCLASSIFIED



Date: _____

Exemption: Adjunct Appointments

GENERAL INFORMATION

Action <input type="checkbox"/> New Position <input type="checkbox"/> Existing Position <input type="checkbox"/> Range Reassignment		Position Title <i>(Non-instructional only)</i>		Position Number	Proposed FTE	Proposed Start Date	
Cost Center <input type="checkbox"/> General Fund <input type="checkbox"/> Non-General Fund		Funds <input type="checkbox"/> New one-time funds requested <input type="checkbox"/> New base funds requested <input type="checkbox"/> Neither		Previous Incumbent <i>(If applicable)</i>			
Division	College/School	Dept/Program	Phone	Mail Code	Office Location	Weather Essential Position <input type="checkbox"/> Yes <input type="checkbox"/> No	
Functional Supervisor			Statutory Supervisor				

TYPE OF POSITION

Barg Unit/Plan	Proposed Appointment Type	Proposed Rank(s)		
Faculty (IFO)	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Ext. Funded	<input type="checkbox"/> Professor <input type="checkbox"/> Assoc Prof <input type="checkbox"/> Assist Prof <input type="checkbox"/> Instructor		
Coach - (IFO)	Fixed Term for: <input type="checkbox"/> 12 month <input type="checkbox"/> 9 month; <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years or ____ years	<input type="checkbox"/> Professor <input type="checkbox"/> Assoc Prof <input type="checkbox"/> Assist Prof <input type="checkbox"/> Instructor		
Barg Unit/Plan	Proposed Appointment Type	Appointment Title	Range	Proposed Appointment Period
MSUAASF*	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Ext. Funded	<input type="checkbox"/> Acting <input type="checkbox"/> Interim		<input type="checkbox"/> 12 Month (261 Work Days) <input type="checkbox"/> Other (____ Work Days)
MnSCU Administrators*	<input type="checkbox"/> At Will	<input type="checkbox"/> Acting <input type="checkbox"/> Interim		<input type="checkbox"/> 12 Month (261 Work Days) <input type="checkbox"/> Other (____ Work Days)

*Must attach current PD & Organizational Chart

LICENES & TRAVEL

Is travel required: No Yes _____% of time
 Is travel an essential job duty requiring a drivers license? No Yes
 If yes, list type of license:

WORK LOCATION

Based on the essential functions of this positions, MMB Policy #1422, and University policies relating to flexible work, this position is eligible for the following work modes (check all that apply): Please Note: Work modes are at the discretion of management and implemented in accordance with the previously mentioned policies.

Remote Work: A position where the employee, as a condition of employment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location. Up to _____% of the time.

Mobile Work: A position where the employee travels continuously for work, or who performs work at multiple locations outside of an agency office, such as a field location or other site. Up to _____% of the time.

Telework: A position with a work arrangement that allows an employee to perform work on a regular basis at a telework location that is not the employee's permanent/principal work location. Up to _____% of the time.

Case by Case/Situational Telework: A position that may include a temporary reassignment or work outside the permanent/principal work location to meet short-term needs. Up to _____% of the time.

Exclusively On Campus: A position that requires employee to perform all their work at their campus work location.

BACKGROUND CHECK INFORMATION (Check all that apply)

Position has access to Residential Halls or overnight events with minors.
 Position works as a psychotherapist.
 Position works with minors for camps or special programs.
 Position works in or has access to a child care facility.

JUSTIFICATION/EXPLANATION FOR CREATING / FILLING

RECRUITMENT/SELECTION PROCESS *(Not required for range reassignments)*

Type of search	Search Begin Date
<input type="checkbox"/> Regular Search <input type="checkbox"/> Search Waiver <i>(Attach to PRF)</i>	

REQUESTING SIGNATURES

Department Chairperson/Director	Date
College/School Dean	Date

BUDGET & VICE PRESIDENT APPROVAL

Budget Officer	Date
President or Division Vice President	Date

AFFIRMATIVE ACTION & HR APPROVAL

(Not required for range reassignments)

Director of Equal Opportunity & Title IX	Date
Director of Human Resources	Date