

ARKANSAS AGRICULTURAL EXPERIMENT STATION
DALE BUMPERS COLLEGE OF AGRICULTURAL,
FOOD AND LIFE SCIENCES

REQUEST TO FILL POSITION

Date _____

Position Title _____

Unit/Department _____

Previous Occupant _____

Position Type (check all that apply)

- Existing Regular Tenure Track 9 Month
 Provisional Temporary (see Other) Non-Tenure Track 12 Month
 New Tenured

Other (specify, if temporary, give ending date, if internal promotion, give name of employee)

(For demotions, prior state service and/or exceptionally well qualified, contact AGRI personnel officer.) _____

Classified Position New Hires will be hired at entry or labor market rate.

Non-Classified Suggested Annual Salary _____

List the Cost Center numbers from which this position will initially be funded:

Requested By _____ Date _____

Unit/Dept Head (signature)

Reviewed By _____

Personnel and Business Office

Approved By _____ Date _____
Associate Dean & Associate Director of Agricultural Experiment Station

SUPPORTING DOCUMENTS REQUIRED

Faculty & Non-Classified

Classified

1. Position Announcement/Description
2. Recruitment Plan/Attachments
3. Essential Physical Requirements Form

1. Advertisement Copy (if other than VNF)
2. Essential Physical Requirements Form

Required For All Except Faculty

1. Position Classification Questionnaires (if not on file in AES Personnel Office or if duties have recently changed)
Personnel Web Site

| |
|-------------------------------|
| AES Personnel Office use only |
| AES# _____ |
| Rec-d _____ |
| Bus Off _____ |
| Retrn-d _____ |
| Rec-d Docs _____ |
| Prov # _____ |
| Rec Plan Sent _____ |
| VNF Comp _____ |
| Interview to OAA _____ |
| Approved _____ |
| Rec-d Off Let _____ |
| Routed _____ |
| Approved _____ |
| Sum to OAA _____ |
| Approved _____ |
| COEX _____ |
| Closed _____ |
| POS # _____ |