



UNIVERSITY of MARYLAND
EASTERN SHORE

Office of Human Resources Management
Bird Hall Building
Princess Anne, Maryland 21853-1299
401-651-6400
www.umes.edu/hr

POSITION REQUEST FORM
UMES Procedures for Position Request

Use this form to request a position for Nonexempt and Exempt Staff Positions. Please follow the steps in order as listed and obtain appropriate approvals as indicated.

Procedures

- (1) Department Head completes Position Request Form(s). Forms must be completely filled out. **(Incomplete forms will be returned)**
- (2) Vice President for division reviews and approves form.
- (3) Vice President for Administration and Finance (VPAF) reviews and approves fiscal request. Budget number is assigned.
- (4) Office of Human Resources Management (HRM) receives request from VPAF.
- (5) HRM reviews for appropriateness of title, responsibilities, and salary/salary range. HRM assigns appropriate title and salary.
- (6) HRM forwards to Department Head (discussion takes place if necessary)
- (7) Final title is established and entered into People Admin by hiring department.
- (8) Position is posted by HRM.

Action Requested

Position Action Requested for: _____ Exempt _____ Non-Exempt

Establish New Position _____ Change Existing Position _____ Existing Position (No Change) _____

Proposed Title: _____ Proposed Pay Range: _____

Funding Source Information

Budget # _____ Expiration Date (If grant funded) _____

Vice President Administration and Finance Approval: _____

Approval Signatures

Dean/Director (Print Name):	Signature:
Provost/Vice President (Print Name):	Signature:
President – if applicable (Print Name):	Signature:

Position Summary/Purpose of Position:**Essential Duties and Responsibilities:**