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| **SALISBURY UNIVERSITY** **POSITION REQUEST FORM** | Position Request Type |  Choose an item. |
| **A. General Information***This form should be completed after an organizational planning discussion with your departmental manager and VP. If supported, you should provide details about the position you are requesting below. This information will be reviewed by HR, Finance and approved or denied by the VPAF. If approved, your position will be posted or changed by the Human Resources Department.*  |
| Name of Incumbent (if any): |  |
| Pin Number (if any): |  | Internal Title: |  |
| Supervisor Name: |  | Department: |  |
| Work Location: |  | Essential or Non-Essential: |  |
| Exempt or Non-Exempt: |  | Faculty or Staff: |  |
| Professional Level: | Choose an item. | Contract Type (if any): |  |
| Full Time or Part Time: |  | Work Hours per Week: |  |
| Current Salary Budget: |  | Funding Source (Grants, Foundation, etc) : |  |
| Justification and Background Notes: If you anticipate a salary budget that is higher than the current budget please include the request for additional funding here.  | Note: Academic Affairs requests require an additional justification form located here. |
| Vice President Approval of Request Required to Initiate Review: |  |
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| **B. Job Summary and Minimum Qualifications** *The job description defines the job classification and market salary. First, you should determine what the primary purpose of this job is and set minimum qualifications needed to complete the functions you outline. The information in this form is used to populate the job posting.*  |
| **Job Summary**The first paragraph should briefly summarize the reason the position exists and the most important responsibilities of the role. This serves as a high-level overview of the primary function of this job. **Authority and Accountability**Please list who this position reports to and the number of direct reports to this position (if any), budgetary responsibility, and authority. **Required/Minimum Qualifications**The items listed below are representative of the education, knowledge, skills, abilities, and other characteristics required for this position. Please include minimum level of education, degrees required (if any), relevant work experience, credentials, licenses, certifications, special skills, and physical requirements. **Preferred Qualifications** Please list any desired education, knowledge, abilities, skills, or competencies. These are considered preferred qualities but are not required.  |

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| **C. Functional Outline of Job Responsibilities***This section allows you to describe the specific duties performed by the employee in this position. This section should provide detailed tasks tied directly to the summarized duties found above. Effectively used, each section will group common tasks into functional categories. This outline will eventually drive performance standards and expectations.* *In order to comply with the Americans with Disabilities Act, you must indicate whether a responsibility is Essential (E) or Non-Essential (NE). A job function may be considered Essential if this position exists to perform that function, there are a limited number of employees available to do this function, and/or the function requires highly specialized skills.*  |
| **1.** | Percentage:Choose an item.E/NE:Choose an item. | **Function*** Task
* Task
* Task
 |
| **2.** | Percentage:Choose an item.E/NE:Choose an item. | **Function*** Task
* Task
* Task
 |
| **3.** | Percentage:Choose an item.E/NE:Choose an item. | **Function*** Task
* Task
* Task
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| **4.** | Percentage:5%E/NE:Non-Essential | **Other*** May perform additional or other work as assigned.
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| **D. Commitment** *I understand my responsibility to make a concerted effort to assess resources and ensure a fair and equitable assessment has been made and process has been followed. I agree to meet all requirements below and will inform HR of any conflict of interest that may arise. My signature below represents my affirmation.* |

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| Hiring and/or Requesting Manager Signature: |  | Date: | Click or tap to enter a date. |

**Equity and Fairness**

As an institution we guarantee fair treatment, access, and opportunity for all students, faculty and staff. You will consider what this request means for your current and future positions and not make decisions that negatively impact or disadvantage others.

**Interview Commitment**

As hiring manager and search committee, you are responsible for the actions and steps conducted in this process.

* Adhere to all Federal and State laws, USM regulations and [SU’s policies](https://www.salisbury.edu/administration/institutional-equity/equal-opportunity-and-affirmative-action/) related to non-discrimination.
* Adhere to all requirements set forth in the [Maryland Equal Pay for Equal Work Law](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/employment-poster-bulletin-board/maryland-equal-pay-for-equal-work.pdf).
* Upon request, you will provide the wage range for the position for which the applicant has applied.
* An employer may not:
	+ Provide wage history for the position for which an applicant has applied.
	+ Seek the wage history of an applicant.
	+ Rely on the wage history of an applicant for consideration, screening, or employment.

**Interview Standards**

The goal of each search is to identify the most qualified candidate in a fair and equitable manner.

* Follow a fair, consistent, and structured screening process and focus only on relevant job duties and responsibilities related to the position the applicant has applied.
* Give equal consideration to all qualified applicants.
* Focus only on relevant job duties and responsibilities and ask only job-related questions.
* Refrain from participating in any sensitive, discriminatory or personal discussions with applicants and/or using any personal information or bias in the decision-making process.
* Maintain confidentiality during the search process. Only discuss the search status and details with departmental management or those on the search committee, particularly in reference to internal applicants.
* Complete three reference checks for the selected candidate, including a current or recent supervisor.
* Retain all documentation related to the search process and forward to HR promptly after the position is filled.

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| **E. Recruitment Plan (if applicable)***This section helps define the recruitment strategy for this specific position. If you would like to customize the employment application, please provide 3 screening questions that will help attract and identify the best candidate for this position. List the committee members you plan to use throughout this process and any other job boards or information we should consider.* *Salisbury jobs are automatically posted on* [*MD Workforce Exchange*](https://mwejobs.maryland.gov/vosnet/default.aspx) *for non-exempt positions, and* [*Diverse Issues in Higher Ed*](https://www.diverseeducation.com/) *and* [*Higher Ed Jobs*](https://www.higheredjobs.com/Default.cfm) *for all other positions. Additional* [*Diversity Recruitment Resources*](https://www.salisbury.edu/administration/diversity-and-inclusion/diversity-recruiting-resources.aspx) *should be considered.* |

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| Y/N Question 1 (Optional): |  |
| Y/N Question 2 (Optional): |  |
| Y/N Question 3 (Optional): |  |
| Interview Committee Members: |  |
| List Any Other Advertising Channels or Job Boards To Post This Job: |  |
| Fund Code used for Additional Advertisements: |  |

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| **F. Review and Approval** *This request will be reviewed by HR, Finance and the President’s Cabinet. Final approval is based on several factors including available funds, departmental need, priority, and alignment with strategic goals. Notes will be provided and the request will be approved or denied.*  |

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| General Review Notes: |  |
| Review Decision: |  | Date: | Click or tap to enter a date. |