



REQUEST/JUSTIFICATION TO FILL A VACANT POSITION

Authorization is requested to fill the following vacant position:

1.	Department: _____ Position # _____ Position Title: _____ Budgeted Salary: _____ Requested Starting Salary Range: _____
2.	Date position became vacant/available: _____
3.	How did position become vacant? (termination, transfer-out, retirement, etc.)
4.	Reason for requesting this position to be filled and/or consequences of not filling the vacancy:
5.	What is the position funding source?

Signature of appointing authority requesting permission to fill a vacancy

6.	Cabinet Officer's justification to President:
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☐ Recommended to begin recruitment as of _____ ☐ Not recommended to begin recruitment
Date

Vice President/Cabinet Officer Date

☐ Approved to fill vacant position ☐ Not approved to fill vacant position

President Date

☐ Approved to fill vacant position ☐ Not approved to fill vacant position

UCCSN Chancellor Date

A copy of Classified Position Approval form or Administrative/Professional Staff Requisition form must be attached and, if request to fill vacant position is approved, forwarded to Human Resources, mail code 1026.