

## Official Faculty/Staff Position Request

**This form is required for Provost/Vice President approval, Deans Council approval, Budget Taskforce approval, Cabinet and President's approval.**

Please visit [this page](#) for a list of questions you'll find in this form. Progress cannot be saved, so please be prepared to complete the form in one session.

Allow a minimum of one week (7 calendar days) for the form to gather required approvals for position posting.

**Campus: \***

Ephraim  
Richfield

**Date \***

**Department: \***

**Position Title: \***

**Expected date of hire: \***

**How does this position contribute to the Snow College Strategic Plan?**

Review the current Strategic Plan here: <https://snow.edu/offices/administration/achieve/>

**Share any additional information the Budget Taskforce or College administration should know about this request below:**

**Is this a new or replacement position? \***

New  
Replacement

**If this is a replacement, who is being replaced? \***

**Previous employee salary or wage: \***

**The College needs to think strategically about where it invests our limited resources. If the costs of this position were reallocated to fund a different priority at the College, what would your department do to adjust? \***

**What will be the impact to other departments, and how would you minimize that impact, if this position was not replaced? \***

**Do you have a workspace already available for this employee? If not, how will you find one, and what will it cost to get one? \***

**What one-time expenses (technology, equipment, training, etc.) will you incur for this position? \***

**What ongoing budget needs (training, licenses, etc.) will be associated with this position? \***

**Do you have money in your existing budget you can contribute to fund this position? \***

**Have you explored outside funding sources for this position (grants, gifts, etc.)? If so, what did you find? \***

**Select one: \***

Temporary

Part-time

Full-time

One-year appointment

**Contract months: \***

< 9-month (temp)

9-month = 39wks

10-month = 43wks

11-month = 48wks

12-months = 52wks

**Average hours worked per week: \***

**Account number to fund position: \***

**Hourly wage: \***

Part-time only

**Salary range: \***

**What is the benefits cost for this position? \***

\$19,000 + 23.5% of employee's salary

**Salary grade level: \***

**Classify this position: \***

Faculty

Staff

**What is the average load per faculty member in your department for each of the last 3 years? \***

**What is your average enrollment, per faculty member, in your department in each of the last 3 years? \***

**How many faculty members are in the department? \***

**How does your department's staffing levels compare to industry benchmarks? \***

Reach out to HR for ideas on how to find benchmarks.

**How many staff members are in this department? \***

**Supervisor of open position: \***

**Committee Chair: \***

Please ensure diversity by selecting a member from the Diversity and Inclusion Committee and outside of the department.

**Search Committee Members: \***

5 members for FT/3 members for PT

**Special working conditions or schedule:**

**Desired venues for position posting:**

Standard free venues are the Snow College website, Facebook, HigherEdJobs.com, and DWS. Other venues may cost money and we will request budget transfers for additional costs.

**I understand that Snow College conducts 'Blind Reviews' for the initial screening of submitted applications. This will remove all PII from applications and hide additional documents such as CVs, resumes, cover letters etc. from committee view. Only faculty and executive searches will be able to view these document at a later stage in the review process.**

I have read and understand the above statement

**I understand that I have the option of submitting up to three (3) questions to add to the application to help the search committee review applications. Because no documents are viewed during the 'Blind Review' stage, these questions can help my committee gather relevant information from applicants. If I do not submit my supplemental questions to HR before the position is posted, questions cannot be added at a later date.**

I have read and understand the above statement

**Any other information for HR?**

**If you want a copy for your own records please enter your email below:**

example@example.com

*Please contact Abby if you have any questions at [abby.lyman@snow.edu](mailto:abby.lyman@snow.edu) or call ext. 7044*