

## New Position Request Procedure

A new position number is required for the following actions:

1. Establish a new job description and recruit a staff workforce.
2. Establish a new job description for staff workforce (new hire with waiver).
3. Establish a new job posting for a new faculty line.
4. New faculty line hire with waiver.
5. New visiting faculty line (no waiver required).

Note: All these actions listed above must be initially approved by the funding department.

To request a new position number please follow the steps described below:

1. Go to Academic Affairs Budget Office  
<https://pages.uwf.edu/aabudget/database/newposition.cfm>
2. Enter the date of the request, name, phone number and email. See below.



THE UNIVERSITY OF WEST FLORIDA  
Division of Academic Affairs  
REQUEST FOR NEW POSITION NUMBER

Date:   
Prepared By:   
Phone:   
Email:

3. Enter the characteristics of the New Position (an illustration is shown below).

### A. Class Title and Class Code:

#### For Faculty:

Class title and class code: [http://www.flbog.edu/resources/ditr/classifications/class\\_specs.php](http://www.flbog.edu/resources/ditr/classifications/class_specs.php)

#### For Staff:

Class title and class code: Information Navigator report "Position Classes (OHR000004)"

### B. Admin Code: Admin code:

[http://www.flbog.edu/resources/ditr/classifications/admin\\_specs.php](http://www.flbog.edu/resources/ditr/classifications/admin_specs.php)

For those faculty or staff with no Administrative function enter code "99"

**C. Fund and Org:** enter the Fund and Orgn for which the position will be funded.

**D. Department:** Enter the name of the department for which the position will be funded.

**E. Location:** Use the drop box for the selection.

**F. Appointment Status:** For faculty positions, select Visiting or Regular.

For staff positions, select Regular.

**G. Tenure Status:** only applies to faculty positions. For staff positions, select NA

- H. **FTE:** enter the position full time equivalent. For example: full time is 1.0 and half time is 0.5.
- I. **Effective date:** enter potential hire date.
- J. **Months:** select the months for the appointment.
- K. **Time limited:** select yes if the position is time limited. This applies only for Staff positions.
- L. **Position salary:** enter estimated annual salary.

Please enter the data elements below, required for establishing a new position number.

**Proposed Characteristics of New Position**

Class Title:

Class Code:

Admin Code:

Fund:

Org:

Department:

Location:  ▼

Appointment Status:  ▼

Tenure Status:  ▼

FTE:

Effective Date:

Months:  ▼

Is this a time limited position:  ▼

Position Salary:

Comments:

4. Click Submit button/Verify request/Submit request.

Date: 11/01/2014  
 Prepared By : Fiorella Raffo  
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 Email: zraffo@uwf.edu

**Detail of New Position**

Class Title: **Assistant Professor**  
 Class Code: **9002**  
 Admin Code: **99**  
 Fund: **110000**  
 Org: **8180**  
 Department: **Accounting & Finance**  
 Location: **01 Main Campus**  
 Appointment Status: **Regular**  
 Tenure Status: **02 Tenure Earning**  
 FTE: **1.0**  
 Effective Date: **08/08/2015**  
 Months: **9 Months**  
 Time Limited Position: **No**  
 Position Salary: **90,000**

Comments:

After the request is submitted, an automatic email is generated. The Budget Office receives the request and generates the position number. The Budget Office will send you the new position number via email.