

## Request for Authorization to Fill Position

Department:

College/Division:

Position Title:

Position Number:

Budgeted Funds Amount:

Account(s):

E&G

Grants & Contracts

Stores

Auxiliaries

Other

Last Incumbent:

Date Separated:

Is the position considered "Essential Personnel?"

**1. Why does the position need to be filled?** Does the position involve an essential function or immediate public safety or compliance issue that cannot be performed with existing resources? What are the operational needs of the organization that require filling the position?

**2. What organizational possibilities have been considered, such as elimination of the position or combining duties with other positions?**

**3. How has this vacancy/need been covered so far?** What are the consequences of deferring hiring for this position for the next several months and beyond?

### Academic Areas

Unit Admin:

Date:

Dean:

Date:

Approval granted to fill no earlier than:

Provost:

Date:

### Administrative Areas

Unit Admin:

Date:

Dir/Dept Head:

Date:

Appropriate VP:

Date:

**An approved authorization to fill is active for a period of 60-days. An active authorization to fill is required for requests to open a position. Note: All recruitment materials must contain the phrase, "contingent upon available funding."**

*Please contact University HR at [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) or (405) 744-2909 for questions concerning staff positions. For questions regarding faculty positions, please contact your college administrative office or Academic Affairs at [provost@okstate.edu](mailto:provost@okstate.edu) or (405) 744-5627*