Lafayette College
STAFF ADDITION/REPLACEMENT REQUEST

REQUESTOR:

Name: 
Title: 
Type of Request: □ Replacement □ Addition

Current Position Title: 
Current FTE: 
Vacated By: 

Proposed Position Title if Different: 
Proposed FTE if Different: 
Proposed Hourly Rate or Salary if Different: 
Date of Vacancy: 

Please complete the relevant questions based on the type of request.

Permanent or Transitional Position (transitional approved for 3 years or less): 
Is external funding or new revenue possible to fund this position? □ YES □ NO
If yes, please estimate the dollar amount and list the source:

BUDGET IMPLICATIONS/START UP COSTS:
Is office space currently available and furnished?
Physical location for requested position:
If space is not currently available, provide details for creating, constructing, renovating, and furnishing space for this added position:
Technology needs:
Laboratory needs:

Description of Duties:

Requirements:

Please substantiate the business purpose for the requested position by providing the following:

• Services to be provided by the position:

• Will the position fill a current need or is the position part of a plan for future growth?

If the position is not approved, how would you reconfigure or reallocate the tasks within the division?

Describe how the position relates to or advances the College’s strategic direction:

Current organizational chart for the division attached.
Organizational chart with proposed changes attached.
HUMAN RESOURCES:

Employee Class for Proposed Position: ____________ ____________ ____________
Hay Grade/Salary Level for Proposed Position: _____ Position #, if replacement:

CUPA Survey: _____ Equivalent CUPA Position #:
Equivalent CUPA Survey Position Title:

Compdata Survey Position #: ____________ Compdata Survey Position Title:

IPEDS SOC #: ____________ ____________ ____________ ____________
Detailed SOC Code #: ____________ Detailed SOC Title:

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<th>Salary Survey Data</th>
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Lisa Youngkin Rex, Director Human Resources/Employment:

Signature: ___________________________ Date: ___________________________

Hourly rate or salary requested by division head after discussion with Human Resources:

APPROVED BY:

1. Human Resources:

Leslie F. Muhlfelder, Vice President for Human Resources and General Counsel:

Signature: ___________________________ Date: ___________________________

2. Finance:

Adequate FTE Available: ☐ YES ☐ NO Adequate Funding Available: ☐ YES ☐ NO
Position being funded by soft money: ☐ YES ☐ NO If funded with soft money, term of the position:

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<tr>
<th>Funding</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
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<tr>
<th>Expense Amount</th>
<th>Hourly Rate</th>
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<tr>
<td>Base Salary</td>
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<td>Benefits (15-16 = 36.5% of Base)</td>
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<td>Total Cost (Salary &amp; Benefits)</td>
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Craig Becker, Associate Vice President Finance, Planning & Capital Budget:

Signature: ___________________________ Date: ___________________________

Roger A. Demareski, Vice President Finance & Administration:

Signature: ___________________________ Date: ___________________________

3. **Division Head:**

Signature: ___________________________ Date: ___________________________

**APPROVAL OF REQUEST:**

Alison R. Byerly, President:

Signature: ___________________________ Date: ___________________________

**Approved Hourly Rate or Salary Range:**

The Office of Human Resources will contact the requestor after receiving the approved form. The requestor will need to provide HR with Search Information and advertising copy/requests. For faculty and administrator positions, EEO Forms A, B, and C will need to be completed.
Date Received by Human Resources:

Date Human Resources Notified Requestor:

Date Requestor Submitted Proposed Copy for Posting:

**HUMAN RESOURCES:**

Date Posted:

Advertising Requested/Date Placed:

Run dates for requested advertising:

**NEW HIRE INFORMATION:**

Banner Position #:
Name:
Start Date:
Salary or Hourly Rate:

January 6, 2016