Lafayette College
STAFF ADDITION/REPLACEMENT REQUEST

REQUESTOR:

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

Current Position Title:     Proposed Position Title if Different:
Current FTE:                Proposed FTE if Different:
Vacated By:                 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.
Requestor’s Signature: ___________________________ Date: ___________________________

Division Head’s Comments: ___________________________

Division Head’s Signature: ___________________________ Date: ___________________________

**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:

Lisa Youngkin Rex, Director Human Resources/Employment:

Signature: ___________________________ Date: ___________________________

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

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>
<th>Annual Rate</th>
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<tr>
<td>Base Salary</td>
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<tr>
<td>Benefits (16-17 = 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 of Finance & Business Affairs:

Signature: ___________________________ Date: ___________________________
APPROVED BY:

1. **Human Resources:**
   Leslie F. Muhlfelder, Vice President for Human Resources and General Counsel:
   
   Signature: ___________________________  Date: ___________________________

2. **Finance:**
   Roger A. Demareski, Vice President Finance & Administration:
   
   Signature: ___________________________  Date: ___________________________

3. **Division Head:**
   
   Signature: ___________________________  Date: ___________________________

**APPROVAL OF REQUEST:**

Alison R. Byerly, President:

Signature: ___________________________  Date: ___________________________

October 13, 2016