College of Agricultural Sciences Request to Fill Position  
(University Park Positions)  
*Obtain all Department signatures before submitting to Administrative Services for approval*

Unit Name: ___________________________________________  
Position Title: _________________________________________

Working Title: ___________________________________________  
Number of positions: ____________________________

Type of Request:  
☐ New Position  OR  ☐ Replacement Position - Position formerly held by: ______________________________

Employee Type:  
☐ Staff  ☐ Faculty 36W  ☐ Faculty 48W  ☐ Tech Service  ☐ Postdoctoral

Position Type:  
☐ Standing  ☐ FT 1  ☐ FT Multi  ☐ Part-Time Temporary  ☐ Reduced Schedule

➢ If FT1, the possibility of re-funding:  
☐ Good  ☐ Excellent

➢ If Reduced Schedule, positions range from 75% to 99% (FTE) annually (July through June), if expectancy of regular recurrence. 
* Number of Hours Per Week - _______  
* Days of the Week - ____________________________________________

Background Checks:  
☐ Authorized Adult per Policy AD39  ☐ MVR Check  ☐ Credit Check  ☐ License Verification

Recommended Salary Range: $ ____________________________  
Maximum Hiring Amount: $ ____________________________

Home Budget ______________________  
Fund ______________________

Pay Budget:  
404-98  Fund:  1002  
Fund Name: College Clearing Account

Department Budget Distribution_______  
Fund _____ % _____  
Project #_______  
Sub Object #_______

Department Budget Distribution_______  
Fund _____ % _____  
Project #_______  
Sub Object #_______

**Signature Approvals**

Supervisor  
Print Name: ____________________________  
Signature: ____________________________  
Date ____________________________

Unit Leader  
Print Name: ____________________________  
Signature: ____________________________  
Date ____________________________

2nd Unit Leader  
Print Name: ____________________________  
Signature: ____________________________  
Date ____________________________

Office of Administrative Services: ____________________________  
Date ____________________________  
Position Number ____________________________

Dean’s Office: ____________________________  
Date ____________________________

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.

May 2019