

Personnel Request

FOAPAL Number:	This Section Applies to All New Regular Positions:	
Position Number:	Contract Type: (Fiscal, Academic Year, Modfy)	
Account Name:	Percentage Full-time:	
Funding Amount:	This Section Applies to all Position Transfers:	
	From Account Number:	To Account Number:
Position Title:	This Section Applies to All Regular Part-time Percentage Increases:	
	Previous % Full-time:	Requested % Full-time:
Supervisor Name & Title:		
Justification (include the assessment basis for your request):		
Effect on Department if Funding is not Granted:		
Note: Affirmative Action approval is required if transferring a filled regular position.		

Requested by: _____
 Department Head/Manager/Director

_____ Affirmative Action

Recommended by: _____
 Dean

Recommended by: _____
 Vice President

Approved by: _____
 President