

Staffing Request Form

Please complete ALL sections below and return to Chris Chellberg, Associate Director, Total Rewards. You may also attach supporting documentation (e.g., expense calculation on Excel spreadsheets). The request will receive final consideration by the Strategic Staffing Committee.

Please scan the signed Change in Staffing Request Form (or include email approval by the appropriate officer if scanning is not possible), along with all other documents, and send via email to cchellbe@stetson.edu.

***The following items must be included with the Staffing Request Form. Incomplete packets will be returned. Please mark the check boxes below to ensure all the required documents are included. Additional supporting documents may be included at the requestor’s discretion.***

[ ]  Staffing Request Form

[ ]  Applicable Job Descriptions

[ ]  Current divisional Org Chart

[ ]  Proposed revised Org Chart, if applicable

# POSITION DETAILS

Position Title:

Previous Position Title (if applicable):

Previous Incumbent (if applicable):

Date of Expected Hire or Position Change:

# EXPLANATION OF NEED

Please briefly explain the situation or new initiative that requires the requested change in staffing. Give detail as to how the requested change in staffing aligns with Stetson’s Strategic Plan Objectives.

# ALTERNATIVE SOLUTIONS

The Strategic Staffing Committee is responsible for ensuring the best use of Stetson’s position resources. As such, evidence of other alternatives explored by the requesting department prior to posting is important in order to establish priorities. For each alternative to filling the position listed below, please briefly describe what efforts the department has undertaken to address the needs in this area.

* ***REORGANIZING OF WORK EFFORTS*** - Please provide an explanation of any attempts to rearrange work within the department, or efforts to transition the work to other departments, prior to submitting this request.
* ***REALLOCATION OF DEPARTMENTAL RESOURCES*** - Provide detail of how the department has reallocated resources to address the vacancy. Include supporting documentation for any reallocations.
* ***RESEARCH OF NEW TECHNOLOGY*** - Describe any available technology that may reduce or eliminate the need for the requested position.
* ***REDUCTION OF EFFORTS*** - Describe efforts to eliminate or more efficiently complete work in the department, including the reduction of duplicated efforts (e.g., shadow systems).

# BUDGETARY CONSIDERATIONS

Please provide specific budget needs for the position change. Include supporting documentation as needed.

**SALARY REQUIREMENTS**

Please list the expected salary or salary range for the position when filled.

**OTHER EXPENSES**

Expenses incurred because of the change in staffing: furniture, equipment, space change, other.

**OFFSETTING BUDGET REDUCTIONS OR MODIFICATIONS**

Detail any proposed reductions or modifications in other areas of your budget meant to offset the expenses incurred as detailed above.

# Change in Staffing Request Form for       (position) completed by:

**APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

 **Vice-President, Provost, Dean of Law, or Athletic Director**

 *(Signed approval indicates that all requested information*

 *and required documentation is included with the request***)**