

LAW SCHOOL POSITION APPROVAL REQUEST FORM

Date Submitted: _____ *Date Received by Law HR:* _____

Requestor Name (person filling out form): _____

Supervisor (of this position) **Name:** _____

Operational Area (narrowest unit name; ex. Admissions, Neighborhood Law Clinic): _____

Official UW Payroll Title: _____

Working Title: _____ **FTE:** _____ % (Fixed or Range)

New Position: _____ **or Replacement:** _____ (if so, who: _____)

Waiver? Yes or No Waiver Candidate Name: _____

***If yes, please attach the desired person's current resume*

Justification/Position Evaluation (why this position should be created or replaced rather than eliminated; include or attach a narrative explanation and data, as relevant):

Proposed Salary: Fixed Salary: _____ **or Salary Range:** _____ to _____

Job Summary (provide summary here and attach updated detailed job description):

Appointment Duration/Type:

Renewable
(no end date)

Terminal
(has end date)

Start Date: _____

End Date: _____
(if terminal)

Funding Source (describe funding, and likelihood of continued funding):

Organizational Chart for Unit (please attach updated org chart that includes this position):

Recruitment Plan (where you will advertise, how you will ensure a diverse pool of applicants, search committee composition, how you will determine qualifications and evaluation criteria, etc.):

Approvals Required:

Position Supervisor: _____ Date: _____

Department Head/Clinic Director: _____ Date: _____

Your Associate Dean(s): _____ Date: _____
(Jasti, Kelly, Shucha, Weigold, Pluymers or Tahk)

Associate Dean Pluymers: _____ Date: _____
(Budget & HR Approval)

Dean Tokaji: _____ Date: _____