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**POSITION APPROVAL FORM**

Before positions are posted via HR, please complete the explanation section below and send the document to Michele Hawkins, Vice Provost Academic Affairs for processing. It will then be routed to the Vice President for Research, if appropriate, and then to VP for Financial Affairs and CFO. Please allow for 1-2 days review, prior to posting. VP signature(s) required. Thank you.

**DIRECT SUPPORT POSITIONS:** In order to begin budgeting to the FAU 2015-2025 Strategic Plan, the following process will allow FAU to assure that all regular positions that are posted (whether new or replacement of existing due to vacancy) support the initiatives listed below. Priority for position postings includes the following:

* Positions that directly support Goals, Pillars and Platforms of the 2025 Strategic Plan
* Faculty/Researcher co-recruitment between Academic Affairs unit with Division of Research
* Joint/interdisciplinary faculty and research appointments
* Instructors needed to fulfill teaching mission of the unit
* Enterprise Risk Management - Life Safety issues (i.e., EH&S; Public Safety; Facilities and Physical Plant; Counseling Center; Student Health Services; OWL Care)
* Selected Student Success/Access support
* Assuring continuity of services – Replacement only (i.e., vacancy will create a discontinuation and/or a significant reduction in service delivery)
* Revenue producing Auxiliary units (i.e., Lifelong Learning; Executive Education)

**INDIRECT SUPPORT POSITIONS APPROVAL:** All other positions that indirectly support the Pillars and Platforms of the Strategic Plan will need the approval through the Provost/VP level and the VP/CFO. A clear explanation/justification on why the position is needed. Please include any rationale where combining duties with others (streamlining processes) is not a viable option.

**EXPLANATION/JUSTIFICATION:**

POSITION NAME/#: Department:

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Dean/Associate Provost Date

Provost’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Research, if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP \Financial Affairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_