

**REQUEST TO CREATE A NEW POSITION – W&M ADMINISTRATIVE BUDGET GOUP
(EXCLUDES HOURLY & TEMPORARY POSITIONS)**



HIRING MANAGER NAME	HIRING MANAGER TITLE	DATE OF REQUEST
DEPT NAME / ORGANIZATION		NEW POSITION TITLE
POSITION TYPE: <input type="checkbox"/> FT (40 Hours) <input type="checkbox"/> Benefited PT (_____ # of Hours)		

Provide a rationale for new position: Why is the new position necessary and what will it be responsible for that isn't occurring now? What is the impact if the new position is not approved? How will the new position be funded?

Submitted by:

HIRING MANAGER (PRINT NAME)	SIGNATURE	DATE
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Reviewed by:

DEPARTMENT HEAD / CHAIR (PRINT NAME)	SIGNATURE	DATE
VIMS HUMAN RESOURCES (PRINT NAME)	SIGNATURE	DATE
DEAN & DIRECTOR'S OFFICE (PRINT NAME)	SIGNATURE	DATE

Date Sent to Provost's Office by VIMS Human Resources: _____

Provost Office Use Only:

ABG Decision: Approved Declined

NAME	SIGNATURE	DATE
REASON		