

**REQUEST TO REFILL AN EXISTING POSITION AT VIMS
(EXCLUDES HOURLY & TEMPORARY POSITIONS)**

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

Provide a rationale for refilling an existing position: Why is refilling the position necessary? What is the impact if the position is not filled? How is the position funded?

Submitted by:

HIRING MANAGER (PRINT NAME)	SIGNATURE	DATE
-----------------------------	-----------	------

Reviewed by:

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