




New Position Data Form

Instructions

- a) This form should only be completed for new faculty positions and graduate/doctoral assistants in the Division of Academic Affairs.
- b) Please use the [New Position Data Form](#) maintained by Human Resources for all new hourly staff (NSNR), student workers, and graduate assistants outside of Academic Affairs.

1. Type of Position:	<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Grad Student
2. Effective Date:	* 06/01/2024 
3. Proposed Title:	* Summer-Smith
4. Organizational Unit Name:	* Political Science
Org Unit Number (8 digits; expl: 50022294)	* 50000109
5. Job Title (from the University Pay Plan):	* Lecturer
Job Code Number (8 digits; expl: 00007253)	* 104
6. Supervisor's Position # (To what position will this position report?):	* 50000642
Supervisor's Position Title:	* Chair
Supervisor's Name:	* Ken Grasso
7. PCR Will this position be preparing Personal Change Requests (PCR's) to the org unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Department Head Is this position designated a Department Head?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Primary Cost Center Number (10 digits; expl: 1430200000):	* 1320160000
10. Personnel Subarea	
<input type="checkbox"/> Benefits Eligible Part-Time (20-39 hrs/wk)	<input type="checkbox"/> Non-Benefits Eligible Part-Time (less than 20 hrs/wk)
<input checked="" type="checkbox"/> Benefits Eligible Full-Time (40 hrs/wk)	<input type="checkbox"/> Non-Benefits Eligible Part-Time (20-39 hrs/wk)
<input type="checkbox"/> Graduate Student Benefits Eligible (20-40 hrs/wk)	<input type="checkbox"/> Non-Benefits Eligible Full-Time (40hrs/wk)
11. Budgeted Salary/Rate:	* \$6,000.00
12. Months per year (for Faculty & Graduate Student Employees only):	<input checked="" type="checkbox"/> Less than 12 months <input type="checkbox"/> 12 Months

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