

# TEXAS SOUTHERN UNIVERSITY

## POSITION REQUEST (PR) FORM

Employee Exception Requests EERs Complete Sections I-IV

PR Complete Section II - IV

ACTION REQUESTED: \_\_\_\_\_  
 POSITION ACTION TYPE: \_\_\_\_\_

BUDGET TRANSFER  YES  NO  
 STAFF REPLACEMENT:  YES  NO

I. FOR EMPLOYMENT EXCEPTION REQUEST (EER) ONLY: COMPLETE SECTIONS I – IV BELOW					
Regarding the memo submitted October 11, 2013 concerning a University-wide hiring freeze, I am requesting an exception to be granted for the position referenced below.					
POSTION TITLE	HIRING MANAGER	PURPOSE FOR POSTING	NEW POSITION	EXISTING FTE	REORG

**ALL EER's REQUIRE PRESIDENT APPROVAL: Attach the necessary documentation and the required justification.**

\_\_\_\_\_  
 PRESIDENT DATE

II. DEPARTMENT AND CONTACT INFORMATION:
DIVISION NAME: _____
HOME DEPARTMENT NAME: _____
FUNDING DEPARTMENT NAME (If applicable): _____

III. POSITION INFORMATION:							
EFFECTIVE DATE: _____			REPORTS TO: _____			EXT: _____	
INCUMBENT NAME: _____						T#: _____	
					HOURLY RATE (If applicable): \$		
	POSITION NUMBER	TITLE	HOURS PER WEEK	FTE	ANNUAL SALARY	GRADE	POSITION EFFECTIVE DATE
CURRENT							
PROPOSED							

COMMENTS/JUSTIFICATION:

IV. POSITION BUDGET AND FUNDING INFORMATION:						
TRANSACTION TYPE: <input type="checkbox"/> SINGLE <input type="checkbox"/> POOLED						
FUNDING: <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input type="checkbox"/> GRANT <input type="checkbox"/> TITLE III		TOTAL FTE: _____				
ACTION (Multiple if applicable)	FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	FTE
CURRENT:						
OTHER:						
OTHER:						

**APPROVALS:**

\_\_\_\_\_  
 DEAN/DIRECTOR/DEPARTMENT CHAIR DATE

\_\_\_\_\_  
 BUDGET/GRANTS OFFICE DATE

\_\_\_\_\_  
 ADMINISTRATIVE OFFICER DATE

\_\_\_\_\_  
 HUMAN RESOURCES DATE

\_\_\_\_\_  
 TITLE III (If Applicable) DATE