

 <p><b>TRINIDAD STATE JUNIOR COLLEGE</b> TRINIDAD EST. 1925 ALAMOSA Office of Human Resources</p>	<p><b>REQUEST TO FILL VACANCY/PROMOTION</b> Page 1 of 2</p>	<p>Office Use Only</p>
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- This form must be completed with all appropriate signatures **BEFORE** hiring an employee.
- Attach a job description to this form for Classified, Faculty, and Administrative & Professional/Technical (APT) positions.
- Employees shall not be permitted to work or be entered into the payroll system until this form is completed and signed.
- The employee must visit the HR office **ON** or **BEFORE** their first day of employment to complete proper paperwork.
- This form shall be used to hire faculty, APT, Classified, student hourly, non-student hourly, and temporary services positions.
- **Do NOT use this form for Consulting Agreements, Work-study positions, or Part-time Instructors.**

<b>GENERAL INFORMATION</b>
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Position Title: \_\_\_\_\_ FTE (if applicable): \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ PT  FT

Proposed Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Employee (if available): \_\_\_\_\_ SS#: \_\_\_\_\_

Please explain **in detail** why this position must be filled or created. Include supporting data if available and appropriate. Also, explain what this position will be doing, and why other existing positions cannot meet these needs. Include name of previous incumbent if applicable. This section must be completed thoroughly or form will be returned and approval delayed/denied. (Attach additional pages if necessary.)

**Are funds available for this position?**     **Yes**     **No**

If you check No, explain how you intend for the position to be funded:

If you check Yes, list account number(s) and % to be charged to each account (must total 100%):

Account #	Percent to be charged to this account
Account #	Percent to be charged to this account

**Trinidad State Junior College  
Request to Fill Vacancy Form  
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**RECRUITMENT**

Should the HR Office advertise to fill this vacancy?  Yes  No

(If yes, HR will contact you to begin the recruitment process.)

**TYPE OF POSITION / PAY / APPROVALS**

CONTRACTUAL	NON-CONTRACTUAL																				
<input type="checkbox"/> Faculty <input type="checkbox"/> (APT) Administrative & Professional/Technical <input type="checkbox"/> Classified  Budgeted Annual Base Pay  Budgeted Benefits Amount (Insurance, PERA, etc.)	<input type="checkbox"/> Student Hourly (to qualify, student must be enrolled in 6 credit hrs for the Fall and the Spring semester or 3 credit hrs for the Summer)  <input type="checkbox"/> Non-Student Hourly (not to exceed 6 months)  <input type="checkbox"/> Temporary Services (requires Purchase Requisition)  Hourly Pay Total																				
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