



**Position Review Committee Request Form**

Please use the outline below to submit your request for all openings. All questions must be answered and supporting documentation provided. Requests for the Position Review Committee must be received by email one week prior to the Committee meeting to be reviewed. These requests should be emailed to [Tulsa.hr@okstate.edu](mailto:Tulsa.hr@okstate.edu). Your Associate/Assistant Dean or Vice President would be responsible for presenting the position at the Committee meeting.

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Please provide the following information:

Date of Request: \_\_\_\_\_

Title of Position: \_\_\_\_\_

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

Staff or Faculty Position: \_\_\_\_\_

New Position or Replacing Whom? \_\_\_\_\_

Funding Account for this Position: \_\_\_\_\_

How does this impact your budget? \_\_\_\_\_

Please justify the business need for this new position: \_\_\_\_\_

Please attach a job description to this request.

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