Maryland Institute College of Art

POSITION ACTION FORM

Select Action
- NEW
- TRANSFER
- ELIMINATE/FREEZE
- UPDATE/CHANGE
- REFILL (ready to post)

Effective Date: ____________________________

CURRENT POSITION INFORMATION

Position Type: ☐ Staff ☐ Seasonal ☐ Grant ☐ Student ☐ Other: _________________________
Position Title: ________________________________________________________________
Department: __________________ Division: __________________
Supervisor's Title: __________________ Position #: __________________
Default Report to: __________________ Position #: __________________
Check One: ☐ Full-time: Exempt/Non-exempt ☐ Part-time: _____ Hrs per week ☐ Essential Personnel
Compensation Range: _______ min _____________________________ mid _____________________________ max _____________________________
Budget Account Code String: _____________________________ Combo: __________________
Job Code: __________________ Description: __________________

*** Attach Updated Position Description ***

Provide justification for this action:

________________________________________________________________________

If requesting to post position, please include who you would like to have access to Interview Exchange:

________________________________________________________________________

AUTHORIZATIONS

Department Head: ______________________________ Date: __________________
VP / Dean: ______________________________ Date: __________________
VP Fiscal Affairs & CFO / President: ______________________________ Date: __________________
Human Resources: __________________ Date: __________________

POSITION HISTORY (For Budget & Human Resources use)

Effective Date: ____________________________
Position Title: __________________ Position #: __________________
Department: __________________ Division: __________________
Supervisor’s Title: __________________ Position #: __________________
Check One: ☐ Full-time: Exempt/Non-exempt ☐ Part-time: _____ Hrs per week ☐ Essential Personnel
Compensation Range: _______ min _____________________________ mid _____________________________ max _____________________________
Budget Account Code String: _____________________________ Combo: __________________
Job Code: __________________ Description: __________________

Request Denied: ☐ initials Request Processed: ☐ initials: date: ________________________