

# OKLAHOMA BAPTIST UNIVERSITY

Office of Human Resources

## POSITION VACANCY (STAFF)

Date: \_\_\_\_\_

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

| HR Office use only: |                |                      |                 |
|---------------------|----------------|----------------------|-----------------|
| PRN:                | Posting dates: | Candidate appointed: | Effective date: |

### REQUESTING OFFICE OR DEPARTMENT

Complete items 1 – 3 and submit this form to the Office of Human Resources

1. This position is vacant due to

2. The job description is attached and has been reviewed. (Attach recommended changes.)

|                                |                               |                    |                                          |
|--------------------------------|-------------------------------|--------------------|------------------------------------------|
| 3. Recommendation:             | Discontinue the position.     | Fill the position. | If "Fill" requested, indicate FTE: _____ |
| Justification:                 | _____                         |                    |                                          |
| Recommended pay rate or range: | _____                         |                    |                                          |
|                                | Signature/Department Director |                    |                                          |

### OFFICE OF HUMAN RESOURCES

|                             |                                        |       |       |
|-----------------------------|----------------------------------------|-------|-------|
| 4. Recommendation/Comments: | _____                                  |       |       |
| Current pay rate:           | _____                                  |       |       |
| Market pay rate:            | _____                                  | _____ | _____ |
|                             | Signature, Director of Human Resources |       |       |

### SENIOR VICE PRESIDENT

|                             |                                  |       |       |
|-----------------------------|----------------------------------|-------|-------|
| 5. Recommendation/Comments: | _____                            |       |       |
| Recommended pay rate:       | _____                            | _____ | _____ |
|                             | Signature, Senior Vice President |       |       |

### CHIEF FINANCIAL OFFICER

|                             |                                    |                       |            |
|-----------------------------|------------------------------------|-----------------------|------------|
| 6. Recommendation/Comments: | _____                              |                       |            |
| Recommended pay rate:       | _____                              | Budget Acct. #: _____ | FTE: _____ |
| Budget Amount:              | _____                              | _____                 |            |
|                             | Signature, Chief Financial Officer |                       |            |

### PRESIDENT

|                                                                                                |                      |       |  |
|------------------------------------------------------------------------------------------------|----------------------|-------|--|
| 7. Recommendation is <input type="checkbox"/> Approved. <input type="checkbox"/> Not approved. | _____                |       |  |
| Approved pay rate or range:                                                                    | _____                | _____ |  |
|                                                                                                | Signature, President |       |  |

Please return to the Office of Human Resources after signing.