

# 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.