Employee Requisition – Faculty, Staff & RC

Sample Form Questions

Q1. Is this position 100% funded by grants or external funds?

○ Yes

○ No

Q2. Does this position contribute to enrollment growth, student retention and success, or campus safety? <mark>This question will only be asked if this position is not 100% funded by grants or external funds? Be prepared to describe the critical need in sentence form.</mark>

○ Contribute to enrollment growth.

○ Contribute to student retention and success.

○ Contribute to campus safety.

○ If this position does not contribute to the above, what is the critical need justification to move this position forward at this time, despite not meeting the above criteria?

Q3. Please provide a detailed description for the following questions. <mark>Be prepared to describe in sentence form.</mark>

○ Provide an overview of how this position will be covered under the current budget and under the reduced budget model.

○ Please describe any internal movement expected when filling this position.

Q4. Please select the College/Unit where the employee will report.

Here is more information on identifying your Strategic Business Advisor.

○ Athletics

○ Auxiliary and Business Services

○ Benjamin M. Statler College of Engineering & Mineral Resources

○ College of Applied Human Sciences

○ College of Creative Arts

○ College of Education & Human Services

○ College of Law

○ College of Physical Activity & Sport Sciences

○ Davis College of Agriculture, Natural Resources and Design

○ Eberly College of Arts & Sciences

○ Extension Service

○ Finance

○ Global Affairs

○ Honors College

○ HSC Cancer Institute

○ HSC Center for Excellence in Disabilities

○ HSC Central

○ HSC Charleston

○ HSC Office of Health Affairs

○ HSC School of Dentistry

○ HSC School of Medicine

○ HSC School of Nursing

○ HSC School of Pharmacy

○ HSC School of Public Health

○ HSC Shared Services

○ Information Technology Services

○ John Chambers College of Business & Economics

○ Libraries

○ President's Office

○ Provost Office

○ Reed College of Media

○ Research Office

○ Strategic Initiatives/Administrative

○ Student Life

○ Talent and Culture

○ University Relations

○ WVU Institute of Technology

○ WVU Potomac State College

Q5. Person Requesting Position:

◯ Name of Submitter

◯ Email Address of Submitter

◯ WVUID of Submitter: (700 or 800 #) [Lookup your WVUID](#)

Q6. Position Type:

◯ Faculty (Academic Professional, Faculty Equivalent, Faculty Tenure Track, Faculty Non-Tenure Track, Post-Doctoral, Librarian)

◯ Staff (Classified, Non-Classified, and Temporary)

◯ WVU Research Corporation

Q7. If this search is a Faculty position, please select MAP Job Type. <mark>This question will only be asked for Faculty positions.</mark>

◯ AP Res - Academic Professional Resident

◯ FE - Faculty Equivalent

◯ FN - Faculty Non-Tenure Track

◯ FT - Faculty Tenure Track

◯ LB - Librarian

◯ PD - Post Doctoral

Q8. Position Supervisor's Name:

◯ Supervisor Name:

◯ Supervisor Title and Position Number:

Q9. College/School/Division Name (e.g. Talent and Culture, Strategic Initiatives):

Q10. Program(s) and majors in which new faculty member will work. <mark>This question will only be asked for faculty positions not in an HSC college/unit.</mark>

Q11. Department Name:

Q12. Org Name (e.g. Shared Services SSC L3, TC Talent Strategy L4, etc.):

Q13. Proposed Working Title or MAP Title:

○ Posting Title for the Job Announcement:

○ MAP Title:

Q14. Description of workload assignment. <mark>This question will only be asked for faculty positions not in an HSC college/unit.</mark>

- Example: Assistant Professor, tenure-track, 40% research, 40% teaching, 20% service
- Example: Teaching Assistant Professor, non-tenure track, 0% research, 80% teaching, 20% service
- Example: Research Assistant Professor, tenure-track, 100% research, 0% teaching, 0% service

Q15. Is this a new position?

○ Yes (Includes Temporary Positions)

○ No

Q16. If this is NOT a new position, please provide justification. ==This question will only be asked if it is NOT a new position.==

○ Vacancy WITH Changes

○ Vacancy WITHOUT Changes

Q17. Position Change Type. ==This question will only be asked for Vacancy WITH Changes==:

○ Description Change

○ FTE Change

○ Organizational Change

○ Supervision Change

Q18. Previous Incumbent Information. ==This question will only be asked if it is NOT a new position.==

○ What is the name of the Previous Incumbent?

○ What is the Previous Incumbent MAP Title and Number?

Q19. What is the Previous Incumbent's last day of employment? ==This question will only be asked if it is NOT a new position.==

Q20. Are there any savings to be realized by hiring this position at this level? ==This question will only be asked for faculty positions not in an HSC college/unit.==

Q21. How much will be saved by hiring this position at this level? ==This question will only be asked for faculty positions not in an HSC college/unit.==

Q22. What is the rationale for filling this position? <mark>This question will only be asked for faculty positions not in an HSC college/unit.</mark>

This response should address at least one of the following which criteria:

1) Teaching: What is the instructional need for the position. How does the position supports the department's/program's enrollment? How will the position directly contribute to student success in the department/program (improving retention, persistence, and/or completion)? How does the position align with increased student credit hour production in the program? What courses will this position deliver? Is there a need for instruction in specific content areas?

2) Research: What is the research need for the proposed faculty position? What specific expertise would this faculty member contribute to the program that cannot be addressed with its current faculty? What additional ability to support graduate students would this position bring?

3) Service: What is the expected service contribution for this position? How will it support departmental and program functions?

4) Accreditation: Do the specialized accreditation standards have any explicit statements about faculty-to-student ratios, staffing levels, and/or responsibilities that should be considered at this point in the request process? Is this hire being requested specifically to stay in compliance with accreditation standards?

Q23. If the unit has additional evidence supporting the rationale for this position, upload it here. <mark>This question will only be asked for faculty positions not in an HSC college/unit.</mark>

Q24. Provide the anticipated start-up costs and the associated items for faculty research or other needs. This should also include any course reductions or similar short-term adjustments to workload. <mark>This question will only be asked for faculty positions not in an HSC college/unit.</mark>

Q25. Proposed Hourly Rate or Starting Salary:

Q26. Number of Job Openings:

Q27. Is this position temporary? <mark>This question will only be asked for Staff positions.</mark>

Q28. Is the Department requesting someone for this position? (Department requests are used for Temporary Positions only). <mark>This question will only be asked for Temporary Positions.</mark>

Q29. What is the name of the person the Department is requesting? <mark>This question will only be asked if the Department is requesting someone for the temporary position.</mark>

Q30. Does this position require a valid driver's license? If yes, please make sure essential driving functions are listed in the job description. *Only mark YES if driving a vehicle on behalf of WVU is an essential function to perform the job duties of this position.*

Q31. Please select the type of valid driver's license that is required. <mark>This question will only be asked if the position requires a valid driver's license.</mark>

○ Class E (Regular)

○ CDL (Commercial Driver's License)

○ Class D

Q32. Is this position dual employed? State/UHA? <mark>This question will only be asked if the College/Unit is within HSC.</mark>

○ Yes

○ No

Q33. Does this position require shared systems access to both WVU (i.e., Applaud, MyExpenses, Mountaineer Marketplace) and WVU Medicine (Epic, Citrix)?

○ Yes

○ No

Q34. Does this position require 50% or more time spent on research activities? Examples of job titles who meet this description include: Laboratory Manager, Laboratory Technician, Materials Science Analyst, Research Assistant, Research Engineer, Research Scientist. Please note that this is not a comprehensive list, and other job titles may be included.

Q35. Will this position work Remote, Hybrid, or Onsite?
NOTE: *This will be included on the job ad in the posting title. Changes to this status after posting will require a new search.*

○ Remote

○ Hybrid

○ Onsite

Q36. What shift/hours will this position work? (e.g., 6am-2pm). <mark>This question will only be asked for Onsite positions.</mark>

Q37. Do you anticipate attracting applicants who may require visa sponsorship for this position?

○ Yes

○ No

Q38. Are you requesting to waive someone into this position? (Waivers are not to be used for temporary positions) If you are requesting a waiver, please

check with your HR Partner before submitting this form. <mark>This question will only be asked for Faculty and Staff positions.</mark>

- ○ Yes

- ○ No

Q39. If you are requesting a specific individual such as a waiver please list their name here. <mark>This question will only be asked if you are requesting to waive someone into this position.</mark>

Q40. Please attach the waived individual's resume for the waiver approval process. <mark>This question will only be asked if you are requesting to waive someone into this position.</mark>

Q41. Please select the justification for the waiver. <mark>This question will only be asked if you are requesting to waive someone into this position.</mark>

- ○ Dual Career Program Hire - Accompanying spouse or partner of a recruit being hired through the Dual Career Program.

- ○ Necessary Transfer - A current employee must be moved quickly to a different position as the result of an investigation and/or an employee relations issue which must be resolved in a timely manner, in which case this issue must have involvement from the Employee Relations unit, or a current employee must be moved to a different position based on ADA accommodation.

- ○ Established Succession Plan - A formal, established succession plan has been implemented internally with involvement from the Senior Human Resource Partner. The employee who is being requested for the position has been identified as a high potential employee and appropriately developed to assume a role that is being, or will soon be, vacated.

- ○ Star Recruitment - An opportunity arises to recruit a senior-level expert of great eminence whose appointment would yield exceptional benefits for the institution. This waiver is not appropriate for junior or entry-level positions.

- ○ Outstanding Diversity Hire - An opportunity to recruit a highly qualified woman or candidate from an underrepresented minority group for a position whose appointment would assist in meeting applicable placement goals.

- ○ Extreme Urgency - An unforeseen need arises which is critical to the mission of

the unit or institution and must be resolved in an urgent manner. Lack of planning for anticipated vacancies does not qualify for this justification.

○ Identical Position - A position has already been posted and a competitive search is being/has been conducted. While the search is still in progress or shortly after it concluded (within 3 months), another comparable vacancy occurs.

○ Vacancy from Reorganization - A position vacancy to be filled by an internal candidate takes place in the context of a reorganization involving changing responsibilities for multiple positions.

○ Exceptional WVU Graduate - Identified current, recent, or previous exceptional graduate from West Virginia University.

○ WVU Research Corp Position to WVU Position - Incumbent's current WVU Research Corporation position is to be moved to WVU, with duties and responsibilities remaining the same. The justification is intended for administrative purposes only.

○ No Diversity Shortfalls - Per current Affirmative Action Plan, shortfalls for women and minority groups do not exist for the College, Division, and/or hiring department requesting the waiver of posting.

Q42. What is the CIP Code used for this position? <mark>This question will only be asked for Faculty positions. A drop-down list will be used for department and code selection.</mark>

Q43. Full-Time Equivalency (FTE):

Q44. Pay Year Type:
(How many months a year will the employee be on payroll?)

Q45. Working Hours/Week (required field):

Q46. Please answer the following:
○ What is the Department P.O. Box?
○ What is the Campus Phone Number?

Q47. What is the primary building associated with this position? <mark>A drop-down list will be used for the campus and building selection.</mark>

Q48. Does this position have any supervisory responsibilities?

○ Yes

○ No

Q49. Does this position supervise a Department of Transportation (DOT) position? <mark>This question will only be asked if the position has supervisory responsibilities.</mark>

○ Yes

○ No

Q50. Who does the position supervise? <mark>This question will only be asked if the position has supervisory responsibilities.</mark>

○ Employees

○ Students

○ Both

Q51. Does this position fall under the Department of Transportation regulations?

○ Yes

○ No

Q52. Does this position require drug testing?

○ Yes

○ No

If this is a **Staff Position**, please upload the **Current Job Description** to include: Job Summary, Duties & Responsibilities, Education, Experience, Knowledge Skills & Abilities, and License/Certification Requirements if needed. Please document any

additional requirements if applicable: physical demands of position, drug testing, subject to Department of Transportation (DOT) regulations, any supervisory responsibilities, valid driver's license, etc.

If this is a **Faculty Position**, please upload the **Job Advertisement** for posting. Note: You can only attach one file per question. An additional question will appear if you drop a file in the file box below. **Attachments must be formatted as a Word Document.**

Up to 2 additional file drop questions will appear on the next page.

Q53. If you have a staff job advertisement or an organizational chart, please upload. NOTE: *You can only attach one file per question. An additional question will appear if you drop a file in the file box below. Attachments must be formatted as a Word Document.*

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