**LSU AgCenter Position Request**

**Create/Advertise/Fill**

Requesting Unit/School/Dept.: Click or tap here to enter text.

Station/Parish: Click or tap here to enter text.

**Type of Action:**

Create & Advertise Position?  Yes  No

No Previous Incumbent info.

Update & Advertise Existing Position?  Yes  No

Previous Incumbent Name: Click to enter text.

Budgeted Salary: $ Enter prev incumbent salary.

Date Position Became Vacant: Click or tap to enter a date.

**Effective Dates:**

Anticipated Start Date: Click or tap to enter a date. End Date, if any: Click to enter a date.

Funds End Date: Click to enter a date. Temp Action End Date: Click to enter a date.

**Position Info:**

Current Title: Click here to enter text. WD Position #: Click to enter text.

Requested Title (N/A if no change): Click or tap here to enter text. % Effort: Click to enter text.

If new title or position, attach an updated Position Description

Function (Enter %): % Research Click to enter text. % Extension Click to enter text.

% Teaching Click to enter text. % Other Click to enter text.

Type of Appt (Choose one):  Faculty  Other Academic

Gratis  Unclassified ( Regular OR  Temp <180 days)

WAE  Classified ( Probation OR  Job)

Pay Basis (Choose one):  Fiscal (12 month)  Fiscal (9 month)

Academic (9 month)  Period of Appt.  Other

First Line Supervisor: Click or tap here to enter text.

Second Line Supervisor: Click or tap here to enter text.

Are you willing to allow telecommuting/remote work for this position?  Yes  No

If yes, select one:  100%\*  Partial – enter hrs/week: Click to enter text.

\*Remote work or telecommuting employees who work out of state 100% of the time will be employees of NextSource, LSU’s employer of record. Classified employees, tenure track faculty, students and GA’s are not eligible to work out of state.

Primary Location (Bldg/Ofc/Room): Click to enter text.

Is this position a manager?  Yes  No

**Budget and Costing Information:**

Is the positon in the current year’s budget?  Yes  No

Is this position being added to the budget?  Yes  No

If yes, then from: Central Administration Funds Click or tap here to enter text.

Unit State or Federal Funds (specify: Click or tap here to enter text. )

Is this position supported by grant funds?  Yes  No

List funds, $ amount, and %: Click or tap here to enter text.

Enter **CURRENT** Funding Information (attach additional pages if needed):

Current Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Current Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Current Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Current Type: Choose an item. Account: Click to enter text. %: Click to enter text.

TOTAL 100%

Enter **PROPOSED** Funding Information (attach additional pages if needed)

Proposed Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Proposed Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Proposed Type: Choose an item. Account: Click to enter text. %: Click to enter text.

Proposed Type: Choose an item. Account: Click to enter text. %: Click to enter text.

TOTAL 100%

Will position be joint with another unit?  Yes  No If yes, explain: LAES,LCES,

Will position be joint with LSU A & M?  Yes  No

College of Ag.  Other A & M Unit Click to enter text.  Other Campus Click to enter text.

**Anticipated Start-Up Package (For PROFESSORIAL positions ONLY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Cost | Source | Paid by Unit? | Paid by Admin? |
| Click or tap here to enter text. | Click text. | Click text. |  |  |
| Click or tap here to enter text. | Click text. | Click text. |  |  |
| Click or tap here to enter text. | Click text. | Click text. |  |  |
| Click or tap here to enter text. | Click text. | Click text. |  |  |
| Click or tap here to enter text. | Click text. | Click text. |  |  |

**APPROVED (attach email approval if signatures not present):**

Unit Head Date

LCES or LAES Director of Exec Assoc Dean Date

Chancellor/VP of Ag Date