

# Resource Allocation Request For Essential Position

This form is to request an employee action for an essential staff position that is required in the next 6 months.

**Instructions:**

- Complete all sections of the form. Please complete section 3 only if you are making a Backfill or Employee Change request. **Please Note: If you are completing this form for positions that are funded by external research grants/gifts, only sections 1, 2, 4, and 6 are required to be completed. For faculty commitments, attach supporting documentation, e.g. faculty offer letter outlining commitment.**
- Attach department organization chart and draft of the job description.
- Once completed, please take the following steps:
  - **For staff**, please email form and supporting documents to the HR representative, who will forward it to rsrcalloc@gwu.edu. The Resource Allocation Committee will review.
  - **For faculty hiring**, please email this form and the entire hiring packet to the Office of the Provost, Faculty Affairs at fpo\_recruit@gwu.edu.

1. 

Request Type	
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**2. Position Information**

Position Title:		Division/School:	
Position Number:		Is this position able to be performed remotely?	Yes      No

**3. Backfill/Employee Change Information**

If backfill, will the position classification change?	Maintain Promotion Downgrade	Employee Being Replaced/Date Vacated:	
If Employee Change, Employee Name:		Desired Effective Date:	

**4. Position Funding**

Target Annual Salary/Bonus Amount:		Previous Annual Salary ( <i>Not Required for New Positions</i> ):	
Maximum Position Budget:		Is this position to be funded by a grant? <b>If yes</b> , provide percentage of grant funded.	Yes      No      %
Current salary budget is an approved budget line:	Yes      No	<b>If no</b> , provide details on how this position will be funded	

Has GW received the grant funding?	Yes      No	If no, provide further details as to when you will expect to receive the funding.	
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**5. Position Justification**

Why is this position request/update necessary and how was the work accomplished previously?
What organizational assessment was completed prior to submitting this request?
How does this position support the university's teaching, research and safety priorities? Describe how and if this position generates revenue.
If approval cannot be granted, how will the work be accomplished without increasing salary expense?
<b>For Faculty Positions Only.</b> Please document the following: 1) Expected Course Load 2) Teaching Credit Hours 3) Expected Research 4) Administrative and Service Requirements

By signing below, I am indicating my support for this position request:

**6. Signatures**

Approver	Print Name	Signature	Date
Requestor			
Finance Director			
Division VP/Dean			
HR Director/Fac. Affairs Recruitment Specialist			

**8. Recommendation**

Res. Alloc. Committee	Request Approved	Request Denied	Unanimous	Partial

**9. Request Approvals**

Approver	Request Outcome	Signature
EVP	Request Approved      Request Denied	
Provost	Request Approved      Request Denied	