

Western Connecticut State University

Position Action Form

The Position Action Form (PAF) is used to either establish a new position or to initiate a recruitment process in order to fill a current vacancy. The recruitment process cannot begin until the Human Resources Department receives the approved PAF. If you have any questions regarding the PAF please contact Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment at 203-837-8662 or via email at boylep@wcsu.edu.

Position Title: _____ SUOAF Administrative Rank: _____

Department: _____ Union/Group: _____

Position Supervisor: _____ Title: _____

Position #: _____ Position Status: _____ Vacant _____ New Position

Previous Incumbent: _____

Appointment Type: _____ Permanent _____ Temporary _____ Tenure-Track _____ Special

Anticipated Starting Date: _____ Work Schedule: _____

Number of Months per Year: _____ Hours per Week: _____ FTE: _____ (i.e.: 1.00, .75, .50)

Minimum Annual Salary: \$ _____ Maximum Annual Salary: \$ _____

Comments:

Required Approvals:

President's Approval: _____ Date: _____

Human Resources: _____ Date: _____

Budget Office: _____ Date: _____

Finance & Administration: _____ Date: _____