



Baton Rouge Community College

POSITION AUTHORIZATION FORM (PAF)

POSITION REQUEST	
<input type="checkbox"/> Create & Fill New Position <input type="checkbox"/> Fill Existing Vacant Position <input type="checkbox"/> Un-fund & Terminate Position Number _____ <input type="checkbox"/> Un-Fund Position Number _____ and Create New Position for OFFICIAL JOB TITLE listed below:	<input type="checkbox"/> Reallocation: <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> Lateral <input type="checkbox"/> Unclassified Title Change Only <input type="checkbox"/> OLD TITLE _____ <input type="checkbox"/> NEW TITLE _____ <input type="checkbox"/> Reactivate Unbudgeted Position Number _____

SYSTEM (BANNER) JOB TITLE	JOB CODE	WORKING TITLE (IF DIFFERENT)	POSITION NUMBER

CAMPUS/WORK LOCATION: If position is used on multiple campuses, list the site in which the majority of work time will be spent.		
<input type="checkbox"/> Mid-City – BA	<input type="checkbox"/> Frazier – BB	<input type="checkbox"/> La. State Penitentiary (Angola) – BJ
<input type="checkbox"/> North Acadian – BE	<input type="checkbox"/> Folks (Jackson) – BF	<input type="checkbox"/> La. Correctional Inst./Women (LCW) - BK
<input type="checkbox"/> Westside (Plaquemine) – BI	<input type="checkbox"/> Jumonville (New Roads) – BG	<input type="checkbox"/> Dixon Correctional Institute – BM
<input type="checkbox"/> Port Allen – BH	<input type="checkbox"/> Elayn “Hunts” Correctional – BL	<input type="checkbox"/> Central (Formerly “Hooper Road”) – BN

WEEKLY HOURS	FTE%	TIME APPROVER’S NAME	EFFECTIVE DATE	END DATE

POSITION TYPE			
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary <input type="checkbox"/> Classified <input type="checkbox"/> Classified WAE (not to exceed 1245 hrs./year) <input type="checkbox"/> Job Appointment (not to exceed 4 years) <input type="checkbox"/> Unclassified – Administrative/Staff	<input type="checkbox"/> Unclassified – Faculty: <input type="checkbox"/> Unclassified – Adjunct <input type="checkbox"/> Unclassified – Grant: <input type="checkbox"/> Unclassified – Other: <input type="checkbox"/> Unclassified – Gratis	<input type="checkbox"/> 9 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> Tutor	<input type="checkbox"/> 12 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Student

FUNDING LABOR DISTRIBUTION					
FUND	ORG NO	ACCOUNT NO	PROGRAM	ACTIVITY	PERCENT

REASON FOR VACANCY
<input type="checkbox"/> NEW POSITION OR <input type="checkbox"/> REPLACEMENT DUE TO: <input type="checkbox"/> Separation <input type="checkbox"/> Transfer/Promotion <input type="checkbox"/> Leave of Absence <input type="checkbox"/> OTHER, PLEASE EXPLAIN: _____ _____ _____

NAME OF EMPLOYEE BEING REPLACED _____ DATE _____

JUSTIFICATION/EXPLANATION/COMMENTS – Describe briefly, why this position needs to be created and/or filled. What are the consequences of not filling this position? If applicable, explain why position is only needed on a temporary basis.

POSTING/ADVERTISING DESIRED: If the PAF is to fill a position, this section is required. (See BRCC HR. Policy 203.)

Positions must be posted on the BRCC website and LaCareers (if classified) for a minimum of 10 business days. Requests for posting time of less than 10 business days must be approved by the Chancellor or his/her designee.

By checking this box, the Chancellor’s Direct Report under whom this position sits is formally requesting an exception to posting the position for 10 business days. Please post for _____ days only, for the following reason(s): _____

If any additional publication(s) are being requested, please indicate here:

The Advocate Journal(s); please specify: _____
 Other, Newspaper or Site, please specify: _____

MAJOR DUTIES & RESPONSIBILITIES to be highlighted in the ad – Describe BRIEFLY. Attach electronic position description if available. _____

ANTICIPATED START DATE (Will be finalized after background check is completed.) _____

TYPE of APPLICANTS requested if this PAF is to fill a position, this section should be considered.

Positions will automatically be open to the public at large unless formally accepted by the Chancellor or his/her designee.

By checking this box, the Chancellor’s Direct Report under whom this position sits is formally requesting position recruitment to be limited in the following manner (such as open to only BRCC employees) _____
Rationale: _____

APPROVALS By my signature below, I hereby certify that all information on this document is true and correct to the best of my knowledge.

HIRING MANAGER SIGNATURE _____ **DATE** _____

VICE CHANCELLOR/DIV DIR. SIGNATURE _____ **DATE** _____

FOR GRANT FUNDED POSITIONS: Once the signatures above are obtained, please obtain the signature of the Grant Administrator BEFORE delivering the form to Human Resources. HR will obtain the signatures of the VCFA and the Appointing Authority.

GRANT ADMINISTRATOR SIGNATURE _____ **DATE** _____

I certify that the funds have been awarded as shown in the Grant Award Letter attached.

HUMAN RESOURCES SIGNATURE _____ **DATE** _____

I certify that the information other than FOAP and Grant Award has been reviewed for completeness.

AUTHORIZATIONS

VICE CHANCELLOR of FINANCE & ADMIN _____ **DATE** _____

I have received the position request and verified the T.O. status funding.

APPOINTING AUTHORITY SIGNATURE _____ **DATE** _____

I hereby approve this action and authorize Human Resources to perform the action authorized herein.