

RECEIVED

APR 15 2014

Human Resources

REVISED: October 2003

UW-PARKSIDE POSITION AUTHORIZATION REQUEST (PAR FORM) on-line entry

(complete instructions are listed on the first page)

1. DEPARTMENT NAME Center for Community Partnerships		2. UDDS FUNDING CODE G90 3600		3. POSITION NUMBER(S) <i>5018.50 9F</i>		4. SALARY RANGE WITH MIN/MAX 02-10	
5. OFFICIAL STATE POSITION TITLE University Services Associate 2			6. OFFICIAL STATE TITLE CODE 16660		7. WORKING TITLE (IF ANY)		
8. NAME & TITLE OF FORMER INCUMBENT (leave blank if new position and go to block #10)				9. TERMINATION DATE AND REASON			
10. APPOINTMENT TYPE REQUESTED (REMINDER: All position requests must include a position description and organizational chart. All Faculty and Academic Staff positions require a minimal educational degree (bachelor or advanced degree). <input type="checkbox"/> LIMITED APPOINTMENT (This designation should be confirmed by the campus HR Director prior to establishing since it requires a review of the criteria for usage under UW-System Unclassified Personnel Guidelines #2 and 3. <input type="checkbox"/> FACULTY <input type="checkbox"/> ACADEMIC STAFF (All Academic Staff positions must be reviewed by the Human Resources Department AND by the Academic Staff Title Review Committee PRIOR to the review of the Position Authorization Request (PAR) form by other appropriate authorized officials. A letter verifying the review and the recommended title assignment from both the Human Resources Department and the Academic Staff Title Review Committee shall be attached to the PAR form (ref UWPA 12.08). <input checked="" type="checkbox"/> CLASSIFIED STAFF (Note: To establish an appropriate job title, please contact the Human Resources Office.) NOTE: A UW-Parkside Recruitment Activity Plan Form must accompany all PAR forms. For classified positions, this form is only necessary when an exam will be given in order to fill the vacant position. Contact the Human Resources Office if you have any questions.							
11. APPOINTMENT PERCENT <i>50%</i>		12. JOB DESCRIPTION & QUALIFICATION INFORMATION (must be attached) <input checked="" type="checkbox"/>			13. ORGANIZATIONAL CHART (must be attached) <input checked="" type="checkbox"/>		
14. FUNDING SOURCE (choose one): Choose One (not listed): <i>135</i> ACCOUNT NUMBER (if applicable): 5							
15. POSITION JUSTIFICATION/REQUIREMENTS (Please answer the following questions on an attached sheet of paper:) A. Should the function continue to be performed as it has been performed? B. Is the function changing, and in what ways? C. What are the alternatives to filling the position? What are the advantages and disadvantages of each? D. If this is a project appointment, please explain expected employment duration. E. Are there statutory requirements and/or administrative policies which require that the function continue to be staffed? F. How do the responsibilities for this position relate to the mission statement and strategic plan of the "unit" and UW-Parkside campus? G. Are the essential and non-essential job functions identified as required by the Federal Americans with Disabilities Act? <i>s/b 132-5</i>							

16. AFFIRMATIVE ACTION OFFICE REVIEW: The Assistant to the Chancellor for Equity and Diversity will contact the recruiting department if recruitment involves an under-represented job group or category. *uw - Parkside AA Plan*

A. Are women under-represented? yes no

B. Are racial/ethnic minorities under-represented? yes no

C. Are the essential and non-essential job functions identified on the position description as required by the Americans with Disabilities Act (ADA)?
yes no

Affirmative Action Review and Approval of Recruitment Plan: _____ Date: _____

17. DEPT CHAIR/DIRECTOR SIGNATURE & DATE: <i>Fred Ebert 4/14/14</i>		18. DEAN/APPROPRIATE ADMINISTRATOR SIGNATURE & DATE: <i>[Signature] 4/8/14</i>	
19. VICE CHANCELLOR SIGNATURE & DATE: <i>[Signature] 4-9-14</i>		20. CHANCELLOR SIGNATURE & DATE (authorization to recruit)	

Final Distribution: Requesting Department, Dean or Director, Vice Chancellor/Chancellor, Vice Chancellor for Admin & Fiscal Affairs, Human Resources, Controller, Asst to Chancellor for Equity and Diversity, Sandy Puzerewski (unclassified vacancies only)

Fiscal Note: Funds/FTE available = \$15,952 / 0.50 FTE
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