

University of Maine
Request to Fill for Regular Faculty, Professional and Classified Positions

Title: _____ Coll: _____ Dept: _____ TK Loc: _____

Position Type: Tenure Track / Continuing Contract Eligible
 Ongoing
 Contingent on Outside Funding
 Fixed Length (3 year limit for AFUM,
2 year limit for others.)

Work Year: Fiscal
 Academic (Faculty)
 Academic (Classified): Begin: _____ End: _____
 Student Calendar Year
 Other: Begin: _____ End: _____

Occupational Activity: _____

Primary _____% Instruction
Responsibilities: _____% Research
_____% Public Service
_____% Administration

% of Time Worked During Work Year: _____

Please refer to the definitions
on the back of this page.

Work Schedule for Classified and Professional Employees (Days, Times,
Weekends, Evenings, etc.): _____

Projected Salary / Salary Range: \$ _____ Account Number(s): _____ - _____ - _____ Obj. Code: _____ %

Anticipated Start Date: _____ / _____ / _____ _____ - _____ - _____ Obj. Code: _____ %

New Position

If funds are currently not in the salary line of account(s) indicated, please explain: _____

Replacement/Reconfiguration of Existing Position Prior Employee: _____

Describe any changes in position, level/focus, salary, source of funding or work year/schedule: _____

Classified Positions Only:

Person Responsible for Conducting Interviews: _____ Phone: _____ Supervisor: _____ Phone: _____

Accompanying the RTF: *For faculty*, Faculty Replacement Form (Contact Provost's Office). *For faculty/professional positions*, the Recruitment Strategy and a Draft Position Advertisement (Contact Equal Opportunity). *For professional/classified positions*, develop a job description, which should be site-specific for classified positions (Contact Human Resources). *Required signatures:* Department Head, Dean/Director, and Vice President (or President for units reporting directly to the President.)

Initiated by: Name: _____ Title: _____ Date: _____

Approved: Name: _____ Date: _____ Name: _____ Date: _____

Approved: Name: _____ Date: _____ Name: _____ Date: _____

HR USE: RTF #: _____ Bargaining Unit: _____ Type _____ Appointee: _____
Background Checks: _____ SBI _____ Credit _____ Driving _____ Pre-Employment Physical / Baseline: _____

Position Type:

Tenure Track / Continuing Contract Eligible:

Faculty with academic rank (Assistant, Associate or Full Professor) appointed to an academic unit or faculty with the corresponding ranks within Cooperative Extension.

Ongoing:

Positions for which base E & G monies and/or ongoing auxiliary support is available.

Contingent on Funding:

Continuation of the position is subject to the renewal of funding. (Research faculty are considered soft money employees.) See applicable collective bargaining agreement for further definitions.

Fixed Length:

Positions of limited duration such as a special one-time project, leave replacement or when a search for an ongoing on or Tenure Track / Continuing Contract Eligible position has been unsuccessful.

Work Year:

Fiscal:

Position provides services throughout the year.

Academic (Faculty):

September 1 through May 31 (defined by collective bargaining agreement)

Academic (Classified):

Position provides support for services based on the presence of students on campus. The department should define the specific beginning and ending date of the work year.

Student Calendar Year (Professional Employees):

Position required to work when the department makes services available based on the presence of the student population. The employee is not eligible to earn vacation time.

Other:

Employees required to work less than 12 months each year. Such employees are eligible to earn vacation during the months they work. The department should define the specific beginning and ending dates of the work year.

Occupational Activity:

- | | |
|---|--|
| <p>1
Executive, Administrative & Managerial</p> <p>2
Faculty (instruction/research/public service)</p> <p>3
Other Professionals (includes coaches/lecturers in Athletics)</p> <p>4
Clerical & Secretarial</p> | <p>5
Technical</p> <p>6
Skilled Crafts</p> <p>7
Service/Maintenance</p> <p>8
Graduate Assistants</p> |
|---|--|