

COLLEGE OF HEALTH AND HUMAN DEVELOPMENT

PART-TIME POSITION REQUESTS

Please send completed form to hhdhr@psu.edu.

Date Submitted: _____ Unit/Center Name: _____

Requested by: _____ Phone: _____ Email: _____

Hiring Manager (if different from above): _____

Position Information:

Proposed Title: _____ # of Positions to be filled: _____

Position is: New Replacement (indicate last incumbent): _____

Class: Academic (Monthly) Academic** (Hourly) Staff** (Hourly)

** Hours per week _____ (Not to exceed twenty-four [24] hours per week year-round **OR** forty [40] hours per week for sixteen [16] consecutive weeks per calendar year)

Budget/Fund: _____ Salary/Hourly Rate (including fringe): _____

Will the position be able to onboard, train and work remotely? Yes No

Estimated start date: _____ End date (if short term) _____

Fallback strategy if not approved: _____

Teaching Positions: (may teach a maximum of nine [9] credits per academic semester). These will require the approval of the Associate Dean for Undergraduate Studies and Outreach.

What course(s)/semester will this position teach? _____

Why the course(s) needs to be offer? _____

Reason course(s) cannot be taught by a current faculty member: _____

Research or Other Non-Teaching Positions: These will require the approval of the Associate Dean for Research and Graduate Education.

What are the primary duties for this position? _____

Reason tasks cannot be completed by other current employees _____

Name of Funding Source: _____

Required Signatures: (If approval provided in email, indicate approval date below & attach email.)

Unit Head/Center Director

Associate Dean