

## UC Agriculture and Natural Resources - Academic Position Management Form

All Centrally and Soft Funded Positions (outside of the Position Call process)

Initiator Name: <input style="width: 90%;" type="text"/>	Initiator Email: <input style="width: 90%;" type="text"/>	Submission Date: <input style="width: 90%;" type="text"/>
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### POSITION INFORMATION

Request Type: <input style="width: 90%;" type="text"/>	Proposed Job Title: <input style="width: 90%;" type="text"/>	Proposed Job Code: <input style="width: 90%;" type="text"/>
Employee Class: <input style="width: 90%;" type="text"/>	Proposed Start Date: <input style="width: 90%;" type="text"/>	% Time: <input style="width: 15%;" type="text"/> Fixed <input style="width: 15%;" type="text"/> Variable
Department: <input style="width: 90%;" type="text"/>	Proposed End Date: <input style="width: 90%;" type="text"/>	Salary Admin Plan: <input style="width: 90%;" type="text"/>
Location Code: <input style="width: 90%;" type="text"/>	Office/Room/Cube #: <input style="width: 90%;" type="text"/>	FLSA Status: <input style="width: 15%;" type="text"/> Grade: <input style="width: 15%;" type="text"/>
Supervisor Full Name: <input style="width: 90%;" type="text"/>	Supervisor Position Number: <input style="width: 90%;" type="text"/>	Information Populated By HR Ops if NEW; Populated by location if VACANCY  Position Number: <input style="width: 90%;" type="text"/>  Position Status: <input style="width: 90%;" type="text"/>
Timesheet Approver Name: <input style="width: 90%;" type="text"/>	Timesheet Approver Email: <input style="width: 90%;" type="text"/>	
Backup Timesheet Approver Name: <input style="width: 90%;" type="text"/>	Backup Timesheet Approver Email: <input style="width: 90%;" type="text"/>	

### RECRUITMENT INFORMATION

Identified Candidate:	Yes	No	Candidate Name: <input style="width: 90%;" type="text"/>	CV/Resume	Yes	N/A
Position Working with Youth:	Yes	No	Fingerprint/ Background Check Type: <input style="width: 90%;" type="text"/>	Transcripts	Yes	N/A
PD Attached	Yes	Campus PD	Candidate Status: <input style="width: 90%;" type="text"/>	Visa Sponsorship:	Yes	No
Work Plan:	Yes	No/NA	Multi-Campus Appointment: <input style="width: 90%;" type="text"/>	Visa can take 6+ months, and cost up to \$6,738 for initial request. Contact <a href="mailto:bsisman@ucanr.edu">bsisman@ucanr.edu</a> .		

### JUSTIFICATION

Justification should include reason for position request, anticipated end date of the project, source of funding, any budgetary restrictions or relevant information about the the contract/grant. For instance, if there are insufficient funds in the account for term of employment, identify how the position will be paid.

**BUDGET AND FINANCIAL INFORMATION:**

Estimated Recruitment Budget:	Estimated Advertising Budget:
COA for Recruitment Expenses:	COA for Background Check:
COA for Visa Sponsorship:	COA for Misconduct Survey:

**SALARY INFORMATION**

Fund Type:	<input type="text"/>	<a href="#">Composite Benefit Rate:</a>	<input type="text"/>	Provision Amount (\$):	<input type="text"/>	New Provision:	<input type="text"/>
Fund Effect. Date	Fund End Date	Earn Code	Chart of Account (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task-Award)				Pay Dist % (Must add up to 100% per Earn Code)

**ROUTING INFORMATION**

Select the applicable program and funding source to ensure you receive appropriate routing\* and timely approvals.

UCCE      Research and Extension Center      Statewide Program      Funding Source:

Identify Financial Control Point:  [UCPath Departments and Business Officer List](#)

**SIGNATURES**

Please sign the form electronically and send, by email, to the appropriate parties. Missing signatures could mean significant delays in approval and processing.

Supervisor	<input type="text"/>	Vice Provost	<input type="text"/>
Director	<input type="text"/>	AVP	<input type="text"/>
Statewide Program Director	<input type="text"/>	RPM	<input type="text"/>
Financial Control	<input type="text"/>	HR	<input type="text"/>

\*Routing Workflow  
 Centrally Funded: Initiator -> Supervisor -> Director-> Financial Control -> Vice Provost Obrist -> AVP Hales -> RPM -> HR  
 All Others: Initiator -> Supervisor -> Director-> Financial Control -> Vice Provost Obrist -> HR

**UC Agriculture and Natural Resources**  
**Academic Position Management Form - Exception Requests**

**Academic Direct Hire Request**

Short term academic positions may receive a waiver to the requirement to openly recruit if they meet the appropriate criteria. Positions cannot last past 24 months, must be funded for the full duration of the appointment and have a defined project scope prior to appointment.

**Justifications, select all that apply**

This position is limited, less than 24 months

The Proposed Candidate has the relevant skills and knowledge to perform the duties

The Proposed Candidate has unique skills, abilities and qualifications not typically found within the limited time frame

This person has performed this position previously, or is currently employed in the unit or is on Recall status

This person has previously been recruited for and is currently employed in the UC

There are demonstrated recruitment difficulties for this position

There are health and safety reasons which make recruitment difficult

**Conflict of Interest**

The Direct Hire is being recommended based on the above justification and there is no conflict of interest or pressure leading to the selection.

**Project Description** (please provide a short description of the research project and associated end date)

**Academic Hiring Freeze Exception**

Effective April 01, 2025, UC ANR is acting under a hiring freeze. All positions are subject to the hiring freeze. In order to openly recruit for new or existing positions, please provide the approved justification criteria below:

This position is critical to the mission of the organization.

There are no internal employees that could temporarily fill the role.

Not filling the position would cause significant business disruption or compliance risk.

This position is fully funded on a gift, contract or grant.