

**MANSFIELD UNIVERSITY
POSITION CONTROL FORM (PCF)**

I. VACANCY (Completed by Budget Office after receipt of approved PJRF) Forward to Human Resources

Position#: _____ Search #: _____ Work Schedule: _____ Essential Employee

NEW POSITION FACULTY
 REPLACEMENT (Permanent) STAFF
 REPLACEMENT (Temporary) MANAGEMENT/ADMINISTRATIVE
 SUMMER/WINTER OFFERING: _____

GRANT FUNDED Grant Name/Fund Center: _____

TYPE OF APPOINTMENT: Full-Time Part-Time Temporary Permanent

INTERSESSION: Summer Winter Workload Hours Assigned: _____

DEPARTMENT: _____ COST CENTER: _____ POSITION OPEN: _____

RANK/CLASSIFICATION: _____ DATE: _____

SIGNATURE: _____

SPECIAL INFORMATION: _____

II. DEPARTMENTAL RECOMMENDATION RECOMMENDED BY: _____
 Completed by Chair/Supervisor - forward to Human Resources Chair signature stipulates approval by majority of regular members of department Department Chairperson/Supervisor

NAME: _____ DATE: _____

ADDRESS: _____

TYPE OF APPOINTMENT: Full-Time Part-Time Temporary Permanent Dual Employment

PERIOD OF APPOINTMENT: _____ FTE % _____ STARTING DATE: _____

SPECIAL INFORMATION: _____

III. ADMINISTRATIVE RECOMMENDATION & APPROVAL: Background Check Complete Initials
 Completed By Dean/Director and forward to Human Resources

Rank/Classification: _____ Step: _____

Title: _____ Salary: _____

SPECIAL CONDITIONS TO BE NOTED IN APPOINTMENT LETTER: _____

Signatures above certify competency in the English language required by English Fluency in Higher Education Act of the Commonwealth of Pennsylvania (Applies to Faculty Appointment Only)

Provost/VP Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

President Signature: _____ Date: _____

[President forwards to HR](#)

IV PAYROLL (Completed by Payroll Office) DATE OF PAYROLL TRANSACTION: _____