

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

☐ REPLACEMENT (Permanent)

☐ REPLACEMENT (Temporary)

☐ SUMMER/WINTER OFFERING:

☐ FACULTY

☐ STAFF

☐ MANAGEMENT/ADMINISTRATIVE

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

RANK/CLASSIFICATION:

OPEN:

SIGNATURE:

DATE:

SPECIAL INFORMATION:

II. DEPARTMENTAL RECOMMENDATION

Completed by Chair/Supervisor - forward to Human Resources

RECOMMENDED BY:

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: