**Request for Vacancy Review Board**

Information requested by Central Office:

* Department
* Position being requested (title)
* If it’s a replacement, the name of the incumbent along with their salary
* The proposed candidates name (if known)

Information requested by Budget Office:

* For full time, put the HCM position # in the “position title” field
* For part time, no HCM position # needed
* For part time, in the “justification” part of the form, put time period (semester, fiscal year, specific dates, etc.) as well as the rates (for CA’s) and hours (for NTA’s)