GEORGE MASON UNIVERSITY
POSITION MAINTENANCE FORM (PMF)

This form is needed for any new, cancelled or converted positions. This form is NOT needed for filling vacant positions or for salary changes of current employees. Routing/Signatures: Department initiates request; Dean/Dir/VP signs request; to HR for review of position classification; HR sends to Budget; Budget assigns position number; Budget office sends to Unit and HR.

Unit and Department: ____________________________________________________________

Title of Position: ________________________________________________________________

Position will report to (Name and Position Number): ________________________________

Contact: ___________________________________ Phone #: __________________ Email: ___________________________

FUND OR ORG* POSITION WILL BE PAID FROM: ____________________________ FTE: __________
*If E&G, AE or Indirect, use Org code. If Sponsored Project, use indirect “guarantee org”. If Capital or Agency, use Fund Code.

POSITION BUDGET (Salary/Fringe/Total): $ __________________________ EFFECT. DATE: __________
(If this position will be fully funded from Sponsored Research funds, you may skip to the section titled “Position Type”)

IDENTIFY WHERE THE BUDGET SHOULD BE MOVED FROM IN ORDER TO FUND THIS POSITION
(AMOUNT/ORG/FUND):
(Please indicate the source of funding for this position (include fringe costs). Please contact your budget analyst for assistance. FAILURE TO COMPLETE THIS SECTION WILL CAUSE A DELAY IN THE ISSUANCE OF A NEW POSITION).

FRINGE RATES ARE AS FOLLOWS: INSTRUCTIONAL/RESEARCH/ADMIN FAC 32.0%, CLASSIFIED 43.3%

Position Type: If this is a restricted position please check here: __________

Instructional Faculty: ________9 month ________12 month (Send to HR first)

_______Tenure Track ________Tenured ________Term (Send to HR first)

Research Faculty: ________9 month ________12 month (Send to HR first)

Administrative Faculty: __________ (Send to HR first)

Classified: __________ (Send to HR first)

Is this to cancel an existing position, convert a position or create a new position?

Position # to Cancel _______________ New ______ Position # to Convert: _______________

Position Justification. Please explain why this position is necessary. Duties/Responsibilities should be included.

______________________________________________________________________________
______________________________________________________________________________

Please provide HRD with the following documentation. Administrative Faculty-Position Description; Classified-Employee Work Profile. (Contact HRD for further details). Instructional/Research Faculty-Overview/brief job description.

Dean/Director/VP Approval: __________________________________________ Date______________

Budget Office Approval: __________________________________________ Date______________

For Central Office Use Only:

POSITION NUMBER ASSIGNED (NBAPOSN): __________________________ Budget Assigned (NBAPBUD): __________

Unit/HR notified: __________________________ (Revised 6/29/20)