



## PARF Routing Form

<b>Position Number:</b>	<b>Proposed Title:</b>	<b>Effective Date:</b>
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The purpose of this form is to track the routing of the Position Authorization Recruitment Form (PARF) and to capture any changes to the originating department's request. This form will start in the department. (Note: Departments should also attach a new Staff Questionnaire/Job Description for all new positions and replacement positions with job duties that have not been updated within the last two years.)

<b>1. Originating Department</b>	Department Head (Name)	Signature	Date
	Additional Comments/Pertinent Info:		
<b>2. Vice President/ President – Review and Initial Support</b>	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported	Signature	Date
	Comments:		
<b>3. Human Resources</b>	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported	Signature	Date
	Comments:		
<b>4. Budget Office</b>	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported	Signature	Date
	Comments:		
<b>5. Vice President/President – Final Approval</b>	<input type="checkbox"/> PARF Approved <input type="checkbox"/> PARF Not Approved	Signature	Date

## **PARF Routing Form Instructions**

1. **Department** – Complete a PARF for the action you wish to initiate and attach this routing form. Send both forms to the appropriate Vice President for review (or to the President for positions which report up directly through the Office of the President).
2. **Vice-President/President** – Review the PARF for initial support. If supported, forward to Human Resources. If not supported, return the PARF and routing form to the originating department. The Vice President’s review will include consideration of operational strategy and available funding.
3. **Human Resources** – Review the PARF and, if supported, forward the PARF and routing form to the Budget office. If not supported, return the PARF and routing form to the Vice President. Human Resources’ review will include consideration of appropriate job classification, pay equity, and compliance with Fair Labor Standards Act and Americans with Disabilities Amendments Act requirements.
4. **Budget Office** – Review the PARF and, if supported, forward the PARF and routing form to the Vice President for review and official approval. If not supported, return the PARF and routing form to the Vice President.
5. **Final Approval** – The Vice President will review and approve or deny the PARF, after all offices have reviewed. Approved/Denied PARFs will be returned by email to the Budget Office for routing to the originating department and Human Resources for the appropriate employment action (which may be job posting or an employment letter to reflect promotion, demotion, or other changes in appointment).