

**Duke University School of Medicine
VACANCY MANAGEMENT APPROVAL FORM**

Revision 2.9.2021

INSTRUCTIONS: All Department, Center, Institute, and SOM Admin unit hiring managers must complete this form to obtain authorization in advance to post any new and vacant staff and JF27 positions (sponsored/non-sponsored). No VMAF is required for student positions (j.c. 0699/0729). Send completed form to: VMAapproval@dm.duke.edu

Section 1 – DEPARTMENT INFORMATION

HIRING MANAGER:	TITLE:
DEPARTMENT:	
HIRING MANAGER'S PHONE #:	

Section 2 – VACANT POSITION REPLACEMENT

POSITION TITLE:	POSITION #:
JOB CLASSIFICATION AND GRADE:	
Has position been approved in current year budget? Yes or No	
FUNDING SOURCE CODE:	
JUSTIFICATION/REASON FOR REPLACEMENT POSITION (INDICATE WHETHER POSITION WILL PERFORM COVID-RELATED RESEARCH):	
EXPLAIN IMPACT IF NOT APPROVED:	

Section 3 – NEW POSITION REQUEST

PROJECTED JOB TITLE or CLASSIFICATION:
Has this position been approved in the current year budget? Yes or No
FUNDING SOURCE CODE :
JUSTIFICATION/REASON FOR NEW POSITION (INDICATE WHETHER POSITION WILL PERFORM COVID-RELATED RESEARCH):
EXPLAIN IMPACT IF NOT APPROVED:

Section 4 - SIGNATURES

<u>DEPARTMENT/CENTER/INSTITUTE</u>	<u>SOM ADMINISTRATION</u>
A REVIEW OF THE NEED FOR THIS POSITION HAS BEEN PERFORMED AND POSITION IS DETERMINED TO BE IMPORTANT TO THE NECESSARY FUNCTION OF THE UNIT IN WHICH IT RESIDES, AND CAN BE SUPPORTED WITHIN THE DEPARTMENT/CENTER/INSTITUTE'S APPROVED BUDGET.	A REVIEW OF THE NEED FOR THIS POSITION HAS BEEN PERFORMED AND POSITION IS DETERMINED TO BE IMPORTANT TO THE NECESSARY FUNCTION OF THE UNIT IN WHICH IT RESIDES, AND CAN BE SUPPORTED WITHIN THE ADMINISTRATIVE UNIT'S APPROVED BUDGET.
DEPT MANAGER: _____	ADMIN UNIT MANAGER: _____
DATE: _____	VICE DEAN: _____
SCHOOL OF MEDICINE: _____	DATE: _____
DATE: _____	

- Position approved for posting
- Position not approved for posting at this time

HR MANAGEMENT CENTER DATE: _____