

**Duke University Central Administration**  
**VACANCY MANAGEMENT APPROVAL FORM (VMAF)**  
*Revised December 2023*

All CAMC department hiring managers must complete this form in advance of posting a new or vacant full-time, benefits eligible staff positions.

This VMAF is not required for the following positions:

- Part-time (< 20 hour) employees
- Students
- Non-Duke Student Interns
- Administrative Interns

**DEPARTMENT INFORMATION**

HIRING MANAGER:

TITLE:

DEPARTMENT:

HIRING MANAGER'S E-MAIL AND PHONE #:

**REQUEST TO FILL VACANCY**

POSITION TITLE:

POSITION #:

JOB CLASSIFICATION (JOB CODE AND PAY RANGE):

POSITION APPROVED IN CURRENT YEAR BUDGET:

Yes  No

APPROVED BUDGET AMOUNT:

FUNDING SOURCE CODE:

FUNDING PLAN IF NOT BUDGETED:

**REQUEST FOR NEW POSITION**

PROJECTED JOB TITLE AND CLASSIFICATION (JOB CODE, LEVEL AND PAY RANGE):

HAS THIS POSITION BEEN APPROVED IN THE CURRENT YEAR BUDGET?  Yes  No

IF YES, FUNDING SOURCE CODE and APPROVED BUDGET AMOUNT:

IF POSITION IS NOT BUDGETED OR IF APPROVED BUDGET IS INSUFFICIENT, EXPLAIN FUNDING PLAN:

JUSTIFICATION/REASON FOR NEW POSITION:

## SIGNATURES

**HIRING MANAGER'S SIGNATURE:**

\_\_\_\_\_ DATE \_\_\_\_\_

**VP/AVP/DIRECTOR SIGNATURE:**

\_\_\_\_\_ DATE \_\_\_\_\_

**POSITION APPROVED FOR POSTING**

**POSITION NOT APPROVED FOR POSTING AT THIS TIME**

**EXECUTIVE VICE PRESIDENT OR DESIGNEE SIGNATURE:**

\_\_\_\_\_ DATE \_\_\_\_\_

**Next Step:**

Submit iForm to create new or open existing position via Duke@Work

**DO NOT SEND THIS FORM TO DUKE HUMAN RESOURCES**