

**Position Approval Request (PAR)**  
**Academic Departments/Centers and Medical Center Administration**

**1. Top section of form:**

- a. All requests must contain the correct home department number, position title, job code, position number, and FTE. Be sure to indicate the full 8 digit position number. The only exception is for TempForce requests (see 1.b)
- b. TempForce requests:
  - i. The job title should be reflected as “TempForce - \_\_\_\_\_”. The blank should contain the regular VUMC job title of the role. For example: “TempForce – Res Asst III” or “TempForce – Lead Administrative Assistant”.
  - ii. No position number should be indicated for TempForce requests.
  - iii. FTE and duration of need must be indicated for TempForce requests.
  - iv. Discuss TempForce needs and job duties with your HR Business Partner and reference his/her support in the Comments section (including his/her name).
- c. Utilize HR Position reports in Business Intelligence to verify that the home department number, position number, job code, etc are correctly reflected on the PAR.
- d. Do not use acronyms for the position title. For example, use “Res Analyst III” - not “RAIII”.
- e. For Reclassifications and New Position requests:
  - i. Indicate the proposed job title and job code.
  - ii. If the request is for an occupied position, indicate the current staff member’s name.
  - iii. If the reclassification is for a vacant position, indicate the date the position was vacated if within the past 12 months. Otherwise indicate that the position has been vacant for over 12 months.

**2. Section 1 – funding sources and need:**

- a. Funding time period must be indicated.
- b. If funding is available for one year or less, a Term position should be utilized. This minimizes RIF (Reduction in Force) actions and makes it clear to the job candidates what the funding period will be. Discuss this with your HR Business Partner.
- c. Funding source category and percent must be indicated.
- d. For external support, circle all categories that apply.
- e. If core facility funds are used, the core administrator must also sign the PAR.
- f. For APS support, indicate the name of the faculty member or program to which the APS funds are designated.
- g. For Other Institutional funds, indicate the type of funds (research rewards, for example).

**3. Section 2 – funding from other operating units**

- a. This section must be completed (“yes”, “no” or “not applicable”).
- b. Please do not attach documentation of approval from another Academic or Medical Center Administration operating unit to the PAR: the department should have this on file. The CBO’s signature confirms that the documentation is on file in his/her department.
- c. If, however, the funding support is from one of the VUMC hospitals or clinics, then in the Comments section you must indicate the name of the executive clinical leader who has approved this support and the date of his/her approval.

#### 4. Signature Section

- a. The CBO should only sign the PAR once s/he has ascertained that all information necessary is included on the form, that all information is correct, and that s/he fully supports the request.
- b. The CBO's signature also indicates that s/he has verified that sufficient space and other resources to accommodate the additional staff member are in place.
- c. Only the signature of the Chief Business Officer for the department will be accepted. If the CBO will be out of the office for one week or longer, email the PAR submission email account for guidance on how to identify a temporary delegate.

#### 5. Comments section

- a. Provide a clear and concise summary of your assessment of the need for the position. Include a summary of any work efficiency reviews, pressing needs, impact of not filling the position, etc. This is especially important for institutionally funded positions.
- b. Do not use acronyms that are specific to your department, grant title, etc., without first spelling them out for clarity.
- c. For new positions that are institutionally funded, you must indicate whether or not the position is in your current year budget (and if the next year's budget has been submitted, then also indicate whether the position is included there). If it is not, then explain how this new cost will be managed within your budget in this and future years. If you are using carryforward dollars that you have not budgeted, then provide details on the amount of carryforward, ability to support the position in future years, etc.
- d. Provide the center numbers (and description/title of those funds) that will fund this position. If a grant will provide the support, but you do not yet have a center number, then simply provide the name of the grant & agency number and state that you are awaiting the center number.
- e. If you are recruiting for a faculty level nurse practitioner, but wish to also list the position on the staff job listing, you must submit a PAR. In these instances, a statement is necessary to indicate that you are following all of the required faculty recruitment steps, but also wish to expand posting to the staff job listing site. Indicate whether or not the position will be a VMG billing provider.
- f. If a classification action is involved (ie, new position or reclassified position), or if a TempForce or Term position is involved, be sure to indicate the support of your HR Business Partner for that classification level and reference him/her by name.
- g. Be careful not to include information about a specific individual's situation. For example, rather than say "This position will cover duties while Julie Jones is on an extended medical leave due to pregnancy complications", say "This position will cover duties while the Lab Manager is on an approved leave of absence."

#### 6. Submission process

- a. Submit the signed Position Approval Request (PAR) in pdf format to: [sompositionmanagement@vanderbilt.edu](mailto:sompositionmanagement@vanderbilt.edu) (that email address is also indicated at the bottom of the PAR form).
- b. Be sure that the pdf form does NOT condense multiple pages into a one page pdf; this is important in making the information legible for the reviewers.

**(6. Submission process, continued)**

- c. All explanations for the PAR should be contained on the PAR form itself. The Comments section can be expanded. Do not include declassification forms, job posting wording, etc.
- d. Only one PAR should be submitted per email. This allows communications back and forth (should that be necessary) to flow more clearly and smoothly.
- e. Approved PARs will be sent to the CBO, usually within one week of submission (or within a week of the most recent submission in cases where the PAR needed updates from the department).

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