COLLEGE OF CHEMISTRY
STAFF POSITION CONTROL REQUEST TO HIRE

Request and Contact Information

Name:	Phone:	
Email:	Date:	
Department:		

Position Information

Status (check all that apply):

☐ New position ☐ Career position ☐ Contract position ☐ Limited position

☐ Casual position ☐ Per diem position

Job Code:	Job Title:		
TCS* Salary Grade:	TCS* Salary Range:	Salary Hiring Range:	Appointment % of Time:
Is there a budgeted FTE for this position? If not, please explain below. ☐ Yes ☐ No			
If this is a replacement request, name of previous incumbent:			
Previous incumbent salary and funding source:			
If this is a temporary or contract position, please provide period of appointment:			
Is this a reorganization? If so, please attach a revised organizational chart. ☐ Yes ☐ No			
Please list the fund name(s) and number(s) that you intend to use:			

How is this position critical to the functioning of the unit? Check the appropriate box(es) below:

☐ There are no other options available through reassignment or reconfiguration.

☐ The position is legally mandated and a decision not to fill the position would result in penalties to the campus.

☐ Other.

Please provide a brief explanation of why you checked the above:

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How will this hire affect your ability to meet your budgeted staff salary target for this fiscal year?

How will you address critical workload needs of the position if your request is denied?

*TCS website: https://tcs.ucop.edu/

Salary grade example:

Effective:	07/01/2022	Rate:	A - Annual	Grade Type:	CTDV	Grade:	24

Department Manager / Chair Approval   **Date**

Send the completed form to marissas@berkeley.edu. Please allow 7 business days for internal review and approval.

CAO Approval   **Date**

Dean Approval   **Date**