

Request to Fill: Quick Decision Guide for Student Affairs HR Reps

Use this guide to determine whether the “Request to Fill” form is required.

Step 1: What type of position is being filled?

A. Is this a *new* position (not previously existing)?

- ☒ **Yes** → **Request to Fill form is REQUIRED**
(Includes full-time or part-time Faculty, Staff, or Student positions)
- ☒ **No** → Proceed to question B below.

B. Is this an *existing* (backfill) position?

→ What type of role is it?

Position Type	Request to Fill Needed?
Staff (Full-time/Part-time)	☒ Yes
Faculty (Full-time/Part-time)	☒ Yes
Student	☒ No
Temporary (Any type)	☒ No

Step 2: Position Description (PD) Approval

Before submitting the Request to Fill form:

Position Type	Requires OVPSA Review of PD?
Staff or Faculty	☒ Yes
Student or Temporary	☒ No