



## CT State Community Colleges Request to Fill

The RTF process has been streamlined with changes to both the form and the process. Positions that are: FT Permanent, FT Temporary, and PT Permanent will continue to be reviewed by the cabinet using FORM #1. The campus CEO/President will review and approve any part-time EA positions or temporary additional duty pay using FORM #2.

### **FORM #1 Requests to Fill: FT Permanent, FT Temporary, and PT Permanent**

Completed forms should be sent to [ctstate-rtf@commnet.edu](mailto:ctstate-rtf@commnet.edu).

The requestor/hiring manager should fill out all the areas in white on the document as well as review the EEO checklist: [Hiring Manager's Assurance of EEO in the Search Process \(PDF\)](#).

### **Human Resources Information**

The requestor/hiring manager should fill out all the information pertaining to the position.

Please provide information about the type of position:

- New Position – This is a position that has not existed before. Please ensure there is an approved and ranked job description.
- Refill – This is a position that was formerly occupied and has been vacated.
- New FT EA or Interim Position – This is for the initial engagement of a full-time interim appointment or EA.
- FT EA Renewal – This is to continue an existing EA or interim appointment.

The requester must ensure that there is a valid job description for this position, including interim or EA roles.

The HR Generalist will provide the Position Control Number and review the HR information for completeness and accuracy and affirm there is an approved job description for this position.

### **Finance Information**

The requestor/hiring manager does not need to fill out this section. The fiduciary will provide the index code, chartfield 2, and classify the type of funding: GF/OF, Grant, Other. Additionally, the fiduciary must affirm this position is funded on the roster for the current year's spending plan and sign the corresponding gray box.

### **Justification**

The requestor/hiring manager should provide a succinct justification on why this position is needed. DO NOT COPY THE JOB DESCRIPTION HERE. Explain why this position needs to be filled and what happens if it is not filled. The requestor/hiring manager should affirm that the position is part of the one college structure.

If the position originates from the campus, the CEO or campus president will review and approve before the VP of Campus Operations reviews. If the position originates in CT State, the relevant VP should review.

### **Faculty Position**

Please indicate if the requested position is for faculty. If so, the Provost will review the request and recommend approval directly to the CT State President and CFO. These positions will not require full review by the CT State cabinet.

**All staff positions will be reviewed on a weekly basis at the cabinet RTF Review meeting.**

### **Final Approval**

The CT State President and CFO will review for necessity, organizational alignment, and fiscal impact. Notification of decisions on campus requests will be made by Scott Kalicki to the requestor. Theresa Robbins will notify the CT State VPs and AVPs making requests. HR will receive a summary of all decisions.

## **FORM #2 Requests to Fill: PT EA and Temporary Additional Duty Pay**

The requestor/hiring manager should fill out all the areas in white on the document as well as review the EEO checklist here: [Hiring Manager's Assurance of EEO in the Search Process \(PDF\)](#).

### **Human Resources Information**

The requestor/hiring manager should fill out all the information, including the name of the individual who will serve in the EA role or receive the additional duty pay.

The HR Generalist will provide the Position Control Number and review the HR information for completeness and accuracy.

### **Finance Information**

The requestor/hiring manager does not need to fill out this section. The fiduciary will provide the index code, chartfield 2, and classify the type of funding: GF/OF, Grant, Other. Additionally, the fiduciary must affirm this position is funded on the roster for the current year's spending plan and sign the corresponding gray box.

### **Justification**

The requestor/hiring manager should provide a succinct justification on why this position is needed. DO NOT COPY THE JOB DESCRIPTION HERE. Explain why this position needs to be filled and what happens if it is not filled. The requestor/hiring manager should affirm that the position is part of the one college structure.

### **Final Approval**

The CEO is the final approver for these positions and will communicate with the HR Generalist directly. Copies of approved RTFs must be sent to [ctstate-rtf@commnet.edu](mailto:ctstate-rtf@commnet.edu).