Western Connecticut State University  
Position Action Form

The Position Action Form (PAF) is used to either establish a new position or to initiate a recruitment process in order to fill a current vacancy. The recruitment process cannot begin until the Human Resources Department receives the approved PAF. If you have any questions regarding the PAF please contact Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment at 203-837-8662 or via email at boylep@wcsu.edu.

Position Title: _______________________________ SUOAF Administrative Rank: _____

Department: ____________________________ Union/Group: ____________________________

Position Supervisor: __________________________ Title: ____________________________

Position #: ____________ Position Status: _____ Vacant _____ New Position

Previous Incumbent: ______________________________________________________________________

Appointment Type: _____ Permanent _____ Temporary _____ Tenure-Track _____ Special

Anticipated Starting Date: ______________ Work Schedule: ______________________________________________________________________

Number of Months per Year: _____ Hours per Week: _____ FTE: _______ (i.e.: 1.00, .75, .50)

Minimum Annual Salary: $______________________ Maximum Annual Salary: $______________________

Comments: __________________________________________________________________________

Required Approvals:

President’s Approval: ____________________________ Date: ______________

Human Resources: ____________________________ Date: ______________

Budget Office: ____________________________ Date: ______________

Finance & Administration: ____________________________ Date: ______________

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