



Position Request Approvals

Positions that must go to Position Review Committee:

1. Ledger one funded/state funded positions
2. #1 and Replacement positions – someone separates and you want to replace their position
3. #1 and Newly created positions
4. All faculty new and replacement positions
5. Complete the Position Review Template and send with a job description to tulsa.hr@okstate.edu

Temporary, student worker or part-time positions:

1. Department head and budget approval (most positions require one of these: Eric Polak, Grants, or Rhett Stover)
2. Position can be opened in our Applicant Tracking System or you can do a direct hire.
3. For student positions, please use the Student Worker Position form and submit to tulsa.hr@okstate.edu

Clinic Staff Positions:

Email approval from department head and Rhett Stover.

Grant Funded Positions:

Email approval from department head and Grants and Contracts Representative.

Work Study:

Contact Diana Sanders in Financial Aid for forms and approvals. Diana sends the forms to HR.

Graduate Research Associate/Graduate Teaching Assistant:

Complete the GRA/GTA Position Template and submit with budget approvals (from Eric Polak or Grants Rep) to tulsa.hr@okstate.edu