

COUNTY AGENT POSITION REQUEST

UT POSITION

TSU POSITION

COUNTY _____

REGION _____

NEW POSITION

EXISTING POSITION - If existing position

Previous Employee _____

Date Vacated _____ Position # _____

Reason for Vacancy _____

PREVIOUS CORPORATE FUNCTION % _____

NEW CORPORATE FUNCTION % _____

DATE TO FILL BY _____ REPORTS TO _____

COUNTY SALARY AND BENEFITS AVAILABLE? YES NO, COUNTY SUPPORT % _____

COUNTY OFFICE SPACE AVAILABLE? YES NO

IF A NEW POSITION OR CHANGE IN CORPORATE FUNCTION ATTACH THE SITUATION STATEMENT – Discuss the needs of the target audience.

ATTACH ANY OTHER INFORMATION YOU DEEM RELEVANT

Extension County Director

Date of Request

Regional Director

UT or TSU Budget Director

Approved Denied

UT Dean or TSU Assoc. Dean of Extension

Date

DocuSign Routing for County Agent Position Request:

- Approval:
1. County Director
 2. Regional Director
 3. UT/TSU Budget Director
 4. UT Dean/TSU Assoc. Dean

- Copies after approval:
1. Cindy Lay
 2. Deb Welch