



# Official Hiring Organization (Department)

ROUTING  
FIP  
MSC CAR  
Fip@nmsu.edu  
Phone 646-1514

Note: These changes require analysis from various departments. Please allow adequate time for these changes to be implemented. **Send form and all supporting documentation to MSC CAR then FIP will contact you for review.**

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Campus Box: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Date: \_\_\_\_\_  New Organization (Department)  Change Existing Organization (Department)  Name Change ONLY, on Organization (Department)

Briefly describe request:

Name of New or Existing Organization (Department): \_\_\_\_\_

What Department will/does this Organization (Department) report to?: \_\_\_\_\_

**For Academic changes, approvals must be obtained from the appropriate authorizing bodies. Complete signatures as policy requires.**

For Academic changes, see Administrative Rules and Procedures (ARP) Chapter 2.15 <https://arp.nmsu.edu/2-15/> OR for Non-Academic changes see Administrative Rules and Procedures (ARP) Chapter 2.10: <https://arp.nmsu.edu/2-10/>.

## SECTION 3: APPROVAL

**Requesting Department Head / Director (Non-Academic Only)**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4: OFFICIAL APPROVAL

**Dean / Vice Provost / Vice President (Non-Academic Only)**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Provost (Non-Academic Only)**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 5: INTERNAL DEPARTMENT USE ONLY

HR/Academic Use Only

HR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval obtained from: Academic Deans Council \_\_\_\_\_  
Faculty Senate \_\_\_\_\_  
President of Board Regents \_\_\_\_\_

### SECTION 5: INTERNAL DEPARTMENT USE ONLY

Business Office Use Only

Date Contacted \_\_\_\_\_ Effective Date \_\_\_\_\_

Summary Acronym \_\_\_\_\_

Parent Org \_\_\_\_\_

Academic Unit? \_\_\_\_\_

## Official Hiring Organization (Department)

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Repeat this section for each addition or change.

	Current	New	Comments
Organizational Long Description (60 Characters)			
Organization Short Description (35 Characters)			
Acronym (8 Characters)			
Mail Stop Code			
PO Box			
Street Address			
City			
State			
Zip Code			
Building Name			
Room Number			
Phone			
Fax			
E-Mail			
Parent Short Description			