



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 New Mexico State University Policy Manual for approval requirements <http://www.nmsu.edu/manual> Select Chapter 6 - Academic; OR for Non-Academic changes the signatures below are required. <http://www.nmsu.edu/manual> - Select Chapter 1 - Non-Academic.

SECTION 3: APPROVAL

Requesting Department Head/Director Printed Name: (Non-Academic Only) _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Dean/Vice Provost/Vice President Printed Name: (Non-Academic Only) _____ Signature: _____ Date: _____

Provost Printed Name: (Non-Academic Only) _____ 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? _____

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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			