



Administrative Affairs  
One Illini Drive  
Box 1649  
Peoria, Illinois 61656-1649

**Lawrence S. Kloc, CPA, MBA**  
*Director of Administrative Affairs*

REQUEST TO OPEN A POSITION

Date: \_\_\_\_\_

Larry Kloc, CPA, MBA  
Director of Administrative Affairs  
University of Illinois  
College of Medicine at Peoria  
Box 1649  
Peoria, IL 61656

Dear Mr. Kloc:

I am requesting approval to open a position for an Assistant Professor/Associate Professor/Professor in the Department of \_\_\_\_\_. Primary responsibilities for this person will include \_\_\_\_\_.

Proposed salary and funding for this position is as follows:

Title	%FTE	SALARY	CFOAPAL
_____	_____	_____	_____

Does this position replace someone who has left? \_\_\_Yes \_\_\_No

Status of contractual arrangements? \_\_\_\_\_

Is this position currently budgeted in the department budget? \_\_\_Yes \_\_\_No

Enclosed is a copy of the proposed job description for this position. If you should need any additional information, please feel free to call me.

Sincerely,

Chair, Department of \_\_\_\_\_

Enclosure

Approved:

\_\_\_\_\_  
Larry Kloc, CPA, MBA  
Director of Administrative Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sara Rusch, M.D. Regional Dean

\_\_\_\_\_  
Date

Chicago

Peoria

**UIC**

Rockford

Urbana-Champaign