FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Staff and Postdoctoral Position Request Form

Jeff Clark - 2026-01-05 - Staff

Welcome to the Staff and Postdoctoral Position Request Form, your centralized tool for submitting and managing staff and postdoctoral position requests. This form replaces multiple previous forms and automatically routes requests to the appropriate departments and individuals. The final review and approval will be completed manually as outlined below.

Access the Form

Submit a Staff or Postdoctoral Position Request

What You Can Do With This Form

Use this form to submit Administrative, Managerial and Professional (AMP), Support Personnel, Postdoctoral or Temporary/OPS position requests for:

- New or Replacement Positions
- Renewals or Modifications of existing positions

How Routing and Approval Works

The Staff and Postdoctoral Position Request form routes automatically through the appropriate departmental and administrative approvals. The routing path is determined by your selections in the form.

Routing Steps:

1. User Submission
2. (Optional) Supervisor Review (if provided)
3. (Optional) Graduate Medical Education Review
4. Executive Director of Employee Operations & Administration
5. COM Finance

Final Review and Approval

After the form has received final approval, you'll receive a confirmation email with the approval documentation. Please forward that documentation to the Associate Dean for Finance & Administration for review and discussion with the Dean.

Frequently Asked Questions (FAQ)

Q: Do I still need to email the form to anyone?

A: Yes, the final approval step will be to manually forward the confirmation email with the approval documentation you receive to the Associate Dean for Finance & Administration for final review and discussion with the Dean.

Q: How do I know my request was received?

A: You'll receive a confirmation once your form is submitted and routed.

Q: Can I see where my submission is in the workflow process?

A: Yes, you can access any workflow submission that you were included in. To access your workflow submissions, see steps below:

1. Login to Frevvo Forms
2. On the navigation menu, click ‘Shared Items’
3. Find the ‘COM Faculty Position Request Form’ entry
4. Click the three dots to the right of the form name and choose ‘View Submissions’

Q: Who do I contact for help?

A: Reach out to comdeansoffice@health.fau.edu for assistance.