How do I know whether to create a new position or modify an existing position?

Create a new position if:

- You have received funding to create a brand new position.
- You are converting an existing SHRA or Faculty position to EHRA non-faculty
- For more information on creating a new position, click here.

Modify a position if:

- You need to update the job duties (with or without a salary adjustment)
- You need to change the position’s supervisor
- You need to change the position’s funding
- You need to abolish a position
- For more information on modifying a position, click here