



AN HONORS UNIVERSITY IN MARYLAND

REQUEST FOR APPROVAL OF ACTING CAPACITY STATUS

Department of Human Resources
University of Maryland, Baltimore County
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Baltimore, Maryland 21250
PHONE: 410-455-2337
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Acting Capacity Job Title:
Incumbent:
Reason for Request: [ ] Illness [ ] Extended Leave [ ] Other
Explain:
Date Incumbent Will Return to Duty:
Name of Designated Employee:
Current Job Title:
Qualifications of Designated Employee:
Date Employee Began Performing Higher Level Duties:
Requested Effective Dates: FROM: TO:
Expected Date for Filling the Position:
How Will This Position Be Filled?
Request Submitted By:
Title/Department:
APPROVALS:
Department Head: Date:
Vice President/Provost: Date:
Director of Human Resources: Date: