

REQUEST TO FILL POSITION

This form should be completed by the departmental chairperson or administrative supervisor and forwarded to the next signatory. It applies to both full-time and part-time positions. There is no authorization to recruit in any manner until all signatories are obtained.

1. Department: _____ 2. Account # _____

3. Title of position: _____

4. Type of appointment – check all that apply:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> full time | <input type="checkbox"/> management/confidential |
| <input type="checkbox"/> part time | <input type="checkbox"/> 12 month |
| <input type="checkbox"/> term | <input type="checkbox"/> 10 month |
| <input type="checkbox"/> temporary | |

5. Anticipated starting date for position: _____

6. Anticipated termination date for position: _____

7. Anticipated annual salary: _____

8. This position is (check one and describe):

New – specify funding source [account]: _____

Replacement – indicate previous occupant: _____

9. What are your Affirmative Action goals for this vacancy?

10. What specific efforts will you make to realize the above goals?

11. a. Position description and qualification:

b. Copy of proposed contents of advertisement (attach)

c. Where do you plan to advertise:

12. Members of Search Committee (please indicate who the chair/convenor is with an asterisk):

_____	_____
DATE	(Submitted by)
_____	_____
DATE	(Finance Office)
_____	_____
DATE	(Dean)
_____	_____
DATE	(Vice President)
_____	_____
DATE	(Affirmative Action Officer)