

## 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:
  - full time
  - part time
  - term
  - temporary
  - management/confidential
  - 12 month
  - 10 month
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)