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:
   ( ) fulltime    ( ) management/confidential
   ( ) part-time  ( ) 12 month
   ( ) term       ( ) 10 month
   ( ) 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*:

*Human Resources posts all ads in various publications at no cost to the department. The list of current publications will be provided to department chair when position is posted.

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

a. Others who will need access in Interview Exchange, please indicate reviewer status or “hiring manager” which provides privileges to communicate with candidates.

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