



ACADEMIC FACULTY REQUISITION

Position Number:	Search Number:
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Department:	Contact Person:	Phone Number:	Mail Code:
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REQUESTED ACTION:

Establish a new position and recruit.

Begin recruitment for existing position.

Other: _____.

CURRENT POSITION INFORMATION:

Working Title:	Employee Name:	FTE:	Job Class:	Rank:	Tenure Track:
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DEPARTMENT RECOMMENDATIONS:

Working Title:	Account Number(s):	FTE:	Annual Salary:	Rank:	Tenure Track:
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Anticipated date that **new or vacant** position will be filled: ____ / ____ / ____

AUTHORIZATION TO RECRUIT:

Chair

Date

Dean/Director

Date

Provost (Or Designated Representative)

Date

Budget: Approved Salary: _____ Job Class: _____

Budget Officer

Date

Human Resources Representative

Date