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    ( ) 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:

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

_________________________  (Submitted by)

_________________________  (Finance Office)

_________________________  (Dean)

_________________________  (Vice President)

_________________________  (Affirmative Action Officer)