

Search Committee	
Search Chair/Hiring Manager:	
Suggested Search Committee Members:	
Search Advocate:	
Requested Advertising Source(s):	
APPROVALS	
<i>Dean:</i>	
<i>Office of Human Resources:</i>	<i>Approved Salary Range:</i> <i>Completed Position Description:</i> <i>Completed Position Announcement:</i>
<i>Provost/Vice President:</i>	
<i>Vice President for Administration & Business Affairs:</i>	<i>Approved for FY _____ Budget:</i>
<i>President:</i>	

Completing the Request for Position Recruitment

This Request for Position Recruitment Form is used when making a request to post and hire a position.

All fields on the form must be completed. If a field is not applicable, note as “N/A.”

Date:	Date of Request
Position Title:	Position title of position being recruited. Additionally, complete the classification and exemption status of the position.
Department: Division: Supervisor:	Where the position is housed and who supervises this position.
Desired Start Date:	When the position is needed; anticipated starting date.
Requested Salary Range:	This is the salary range that is requested but will be reviewed by the Office of Human Resources and is subject to final approval by the appropriate SLT member, VP of Administration & Business Affairs, and the President. The final salary range will be communicated to the search chair/hiring manager.
FPC Review:	This section documents the review of FPC for faculty positions (Faculty Manual 2.4.1.2). If additional space is needed for comment, please attach an additional sheet of paper.
Vacancy Management:	The reason for the vacancy, why the position needs to be replaced, and the budgetary impact must be clearly articulated in this section. Use additional sheets and/or attach supporting documentation if necessary.
Core Student Mission:	The position’s impact on student recruitment, retention, and graduation/placement must be clearly described. Use additional sheets and/or attach supporting documentation if necessary.
Search Committee:	Identify the Search Chair/Hiring Manager, search committee members (suggested) and a Search Advocate for the search process. Additionally, if special advertising sources are requested, please note them including if any membership/log-in credentials are required.
Approvals:	All fields require a signature. The form identifies the preferred order of signatures/approvals. No posting will occur without the express approval of the President.