Form A
Rev. 8/09
goldenrod

REQUEST TO FILL POSITION

(Permanent Classified and all Unclassified)

Department/Office: _____

Permanent _____ Temporary _____

New: _____ Replacement: _____ Person Being Replaced: _____

Proposed Position title/rank: _____

Position Schedule (if classified) Hours: _____ Days: _____

Percent of Time for Position: _____ Annual or Academic Year: _____

Source of Funds (Specify Account): _____

For Faculty and Unclassified Staff recruitments ONLY, attach:
1) Letter of resignation (if a replacement position), 2) Job Description, 3) *Equal Opportunity Recruitment Plan*, Form B, 4) Vacancy announcement (long ad) and ad language (short ad), 5) Recruitment agenda with timelines, and 6) Mentoring Plan

_____ _____ _____ _____
Chair/Director Date Dean of Faculties/Cabinet Officer Date

NOTE: The hiring process may NOT begin until the Provost has approved this request.

Submit this form and attachments to the Office of Human Resources.

TITLE VERIFICATION (Classified and Academic Staff positions):

Assigned **SEARCH NO._____ (to be used in all documents relating to this search)**

Title authorized_____ Minimum salary_____

_____ _____
Director, Human Resources Date

POSITION CONTROL: Budgeted amount _____ Not budgeted_____

_____ _____
Budget Officer Date

APPROVED:

_____ _____
Provost and Vice Chancellor Date

cc Chair/Director
Budget Officer (cover sheet)
Human Resources
AA Officer (original)