

REQUEST TO FILL POSITION
(University Staff, Academic Staff, Faculty & Limited)

Department/Office: _____

Permanent _____ Temporary _____

New: _____ Replacement: _____ Person Being Replaced: _____

Proposed Position title/rank: _____

Position Schedule (if University Staff) Hours: _____ Days: _____

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

Source of Funds (Specify Account): _____

For Faculty, Academic Staff and Limited 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
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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 (University Staff 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
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POSITION CONTROL: Budgeted amount _____ Org Dept _____

_____ Budget Officer	_____ Date
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APPROVED:

_____ Provost and Vice Chancellor	_____ Date
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cc	Chair/Director Budget Officer (cover sheet)	Human Resources AA Officer (original)
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