



**All requests must be accompanied by an up-to-date job description.**

**Position Details.**

Hiring Manager:	Proposed Start Date*:
*If proposed start date is immediate, please provide a brief rationale below:	

Position Title:	New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please attach justification memorandum.</small>
Replacement for:	Date Position Vacant:
Hiring Manager Email: _____	Rank: <input type="checkbox"/> Instructor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor <input type="checkbox"/> Auxiliary
Hiring Manager Phone Ext: _____	CIP Code: _____
	Position Control #: _____

**Search Committee Members: (Department Members, Outside Members, Equity Advocate)**

1. Chair: \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. Equity Advocate

Department Name: \_\_\_\_\_ Office Location (Room#): \_\_\_\_\_

**Failure to complete will delay the processing of this form. If unsure, contact facilities.**

Schedule: (If hours are non-traditional, 9am-5pm, please indicate): \_\_\_\_\_

Proposed Salary Range by Dean: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources (To be filled out by HR only)**

CUPA Analysis: \_\_\_\_\_ Assistant Vice President for HR: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Affairs Office (To be filled out by A.A. only)**

Approved Salary Range: \_\_\_\_\_

Yes  No If no: \_\_\_\_\_

Vice President for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance (To be filled out by Finance only)**

**Budget:**  Yes  No \$ \_\_\_\_\_

\*Out of Budget Request Comments: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

**President's Office**

Approved for Immediate Hire  Approved-Deferred 30 days  Denied-See comments

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_