



## APPROVAL TO ANNOUNCE/ADVERTISE JOB VACANCY

TYPE OF POSITION:

Faculty       Classified       Non-Classified       Temporary/Part-time

Title: \_\_\_\_\_

New Position

Replacement: \_\_\_\_\_  
(Name of person being replaced)

INITIATED BY:

CHAIR: \_\_\_\_\_ (Name)      SUPERVISOR: \_\_\_\_\_ (Name)      PRESIDENT: \_\_\_\_\_ (Name)

PROPOSED SALARY: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

POSITION NUMBER: \_\_\_\_\_

RECOMMENDED SCREENING COMMITTEE MEMBERS:

NAME

TITLE


APPROVED BY:

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

Signature: \_\_\_\_\_  
Division Chair/Director: \_\_\_\_\_  
VP Academic Affairs (as appropriate): \_\_\_\_\_  
Vacated Position's area VP: \_\_\_\_\_  
Human Resource Office: \_\_\_\_\_  
VP Business and Finance: \_\_\_\_\_  
President: \_\_\_\_\_