



APPROVAL TO ANNOUNCE/ADVERTISE JOB VACANCY

TYPE OF POSITION:

Faculty Staff - Pay Grade _____ Temporary/Part-time

Title: _____

New Position

Replacement: _____
(Name of person being replaced)

PROPOSED SALARY: _____

ACCOUNT/UNIT NUMBER: _____

POSITION NUMBER: _____

External Advertising - ie. Trade Journal, Professional listservs

CHAIR OF COMMITTEE _____

RECOMMENDED SEARCH COMMITTEE MEMBERS:

NAME

TITLE

APPROVED BY:

Date: _____

Signature: _____
Division Chair/Director: _____
VP Academic Affairs (as appropriate): _____
Human Resource Office: _____
VP Business and Finance: _____
President: _____

HR USE:

Ethics form created