



## 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:

Signature:

Date:

Division Chair/Director: \_\_\_\_\_

\_\_\_\_\_

VP Academic Affairs (as appropriate): \_\_\_\_\_

\_\_\_\_\_

Human Resource Office: \_\_\_\_\_

\_\_\_\_\_

VP Business and Finance: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

HR USE:

Ethics form created