

Position Release/Recruitment Authorization

Assigns/Reassigns Line to Dept. & Establishes Conditions & Authorizations

I. PROPOSAL (Complete applicable questions. Forward all copies.)

Campus Title & Grade _____	<input type="checkbox"/> EXISTING POSITION <input type="checkbox"/> Budgeted <input type="checkbox"/> Temp <input type="checkbox"/> NEW POSITION <input type="checkbox"/> Budgeted <input type="checkbox"/> Temp <input type="checkbox"/> LEAVE REPLACEMENT
Budget Title _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Type of Appt. _____ Date(s) of appt.: From _____ Thru _____	
Recruiting Range (\$) _____ Source of Funding & Line Item Number _____	
Reason for Vacancy _____	
Previous or Present Incumbent's Name/Title/Salary _____	
Suggested Position Description: _____ _____ _____	
Suggested Qualifications: _____ _____	
Justification (Complete or attach): _____ _____ _____	
Special Notes: _____	
<input type="checkbox"/> Full Search <input type="checkbox"/> Search Waiver Attached Search Committee Chairperson: _____	
Date _____ Originator _____ Dept. _____	

II. APPROVALS (Enter remarks, sign & forward. Personnel will distribute approved copies.)

1. School _____ _____	2. Vice President _____ _____
3. VP for Administration _____ _____	4. Personnel/Affirmative Action _____ _____
Position, Assigned & Approved for Recruitment (Exceptions or changes noted)	No. _____
Date _____	President _____