Position Release/Recruitment Authorization/Search Outcome

Assigns/Reassigns Line to Dept., Establishes Recruitment Terms, Denotes Search Outcome

I. PROPOSAL (complete all)

Campus Title & Grade			☐ EXISTING POSITION/VACANCY REASON☐ Retirement ☐ Resignation ☐ Leave	
Budget Title	□ Full Time □	Part Time	□ NEW POSITION	
Appt. Type □ Temp □ Term Appt. Dates From	m Thru		☐ BUDGETED ☐ NOT BUDGETED	
Recruiting Salary Range (\$)	Acct. #		(HR Use Only) Line Number	
Previous/Incumbent's Name/Title/Salary				
Position Justification (complete or attach)				
Position Advertisement – Attach (use 1 of the 2 temple ☐ Standard Ad Locations (North Country Now, Higher ☐ Special Ad Location(s) Request (requires Area VF	er Ed Jobs, Watertown Daily T	īmes, Indeed,		oosts)
Acct. # for Additional Ad Costs	Special Ad Location(s) Request Ap	proved	
			Area VP/Division Head Signature	
List Requested Special Ad Location(s)				
Search Designation ☐ Full Search ☐ Search Waiver	Attached Search Commit	tee Chairpers	Print	
Hiring Manager	Dept		Date	
Print	Sign			
II. APPROVALS (Sign & forward to next person/office.)			Area VP/Division Head Use	
Position Release/Recruitment Authorization			Search Outcome	
1. Dean	Date	□ Make	Offer	
2. VP/Division Head	Date	Approve	d Offer Order – List Names	
3. VP, Administration	Date			_
4. Budget	Date			_
5. President	Date			_
6. HR/Affirmative Action HR will distribute approved copy to Hiri		 Signature	Date	_