

FACULTY/ STAFF PERSONNEL REQUISITION (RECRUITMENT)

POSITION TITLE:	
DEPARTMENT:	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> HOURS _____ *Non-exempt only
POSITION BUDGET ACCOUNT AND LINE NUMBER:	

SUPERVISOR/DIRECTOR SIGNATURE

DEAN/ADMINISTRATIVE HEAD/VP SIGNATURE

<input type="checkbox"/> Budget <input type="checkbox"/> Grant Level : _____ Salary: _____	FOR HRM USE
COMMENTS: _____	

****PLEASE ATTACH A DETAIL POSITION DESCRIPTION.** A NEW POSITION REQUIRES A JUSTIFICATION. (AN APPROVED FORMAT FOR POSITION DESCRIPTIONS IS AVAILABLE IN THE OFFICE OF HUMAN RESOURCES MANAGEMENT.)**

REASON FOR PLACEMENT

REPLACEMENT FOR: _____

<input type="checkbox"/> TERMINATION	<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> RETIRED	<input type="checkbox"/> TRANSFER
<input type="checkbox"/> LEAVE OF ABSENCE	<input type="checkbox"/> NEW POSITION

GRANTS MANAGEMENT

DATE

BUDGET OFFICER

DATE

HUMAN RESOURCES DIRECTOR

DATE

PROVOST

DATE

PRESIDENT

DATE