

**FACULTY/ STAFF PERSONNEL REQUISITION
(RECRUITMENT)**

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

SUPERVISOR/DIRECTOR SIGNATURE

DEAN/ADMINISTRATIVE HEAD/VP SIGNATURE

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

**** A DETAILED POSITION DESCRIPTION MUST BE ATTACHED. A NEW POSITION REQUIRES A JUSTIFICATION. (AN APPROVED FORMAT FOR POSITION DESCRIPTIONS IS AVAILABLE ONLINE OR IN THE OFFICE OF HUMAN RESOURCES.)****

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