

Position No: _____

For HR Use Only

**Office of Human Resources
Recruitment Authorization Request**

This form must be completed in its entirety prior to a faculty search being initiated to fill an existing vacancy or a newly created position. When submitting this form, please submit a draft of the proposed ad language.

Position Title: _____

Department: _____

Position Type:

Date Position Available: _____

Position Status:

Initial Term of Appointment:

Annual Salary/Pay Range:

Faculty Ranks Considered:

Funding Source / Reallocation Description:

Requested Advertisers:

Grant Funding Approved

Internal Posting Only

Internal Posting in addition to External Posting

Job Description

Approvals/Signatures

1. _____
Dean / Department Head Approval - Date

4. _____
Vice President Approval - Date

2. _____
Dean Approval - Date

5. _____
Human Resources Approval - Date

3. _____
Associate VP for External Relations and Fiscal Management - Date

pc: Human Resources
Payroll