

PERSONNEL REQUISITION

A. POSITION INFORMATION

DEPARTMENT NAME _____ DEPT CODE _____

STATE TITLE _____

CENSUS CODE: _____

WORKING TITLE _____

EEO6 CODE: _____

STATE ACCT# _____ % _____ % NON-STATE ACCT# _____ % _____ %

POSITION # _____ NEW POSITION REPLACEMENT DATE VACATED _____

EXPECTED JOB BEGIN DATE _____ JOB END DATE _____ PREVIOUS INCUMBENT _____

PERMANENT TEMPORARY FULL-TIME PART-TIME % OF FULL TIME _____ AA CC

PROFESSIONAL SAP LEVEL _____ 43 WEEK CLASSIFIED GRADE _____ 35 WEEK MIN. FACULTY TT _____ NTT _____

SALARY INDICATOR: HOURLY WEEKLY ANNUAL SALARY _____

BENEFITS: YES NO SHIFT: 1ST 2ND 3RD ROTATING WEEKEND OTHER _____

WORK SCHEDULE DESCRIPTION _____

(i.e. hrs. per week, starting/ending time for the shift, alternate weekends, etc.)

BARGAINING
UNIT: _____

- ATTACHMENTS: CLASSIFIED/HOURLY - POSITION SKILLS INVENTORY & FORM-30
 PROFESSIONAL STAFF - POSITION DESCRIPTION & ADVERTISEMENT TEXT
 FACULTY - ADVERTISEMENT TEXT

B. PROFESSIONAL STAFF/FACULTY SEARCH PROPOSAL

COMPOSITION OF SEARCH COMMITTEE (Include gender, race, rank/state title of committee members):

SUMMARY OF ADVERTISING PLAN (Include recruitment goals and publication names):

C. COMMENTS

D. APPROVALS

I certify that funding is available as follows:

within additional funds
budget requested (attach justification)

Principal Investigator/Appointing Authority Date Vice Chancellor Date

Dean/Director Date Equal Opportunity Date

Contact Person _____ Phone# _____ E-Mail address _____ Date of Request _____