

REQUEST TO FILL FOR FULL-TIME FACULTY OR PROFESSIONAL POSITION

Required attachments:

1. Current position description. (Professional position descriptions can be obtained from TMS.)
2. Justification for retaining the position. (Justification for Hiring form on Formfinder, HR)
3. Suggested ad language or request for waiver of advertising.

Date: _____ Replacement: _____ New Position (requires President's approval): _____

College or Area: _____ Dept. or Unit: _____

Position No.: _____ Budget sign off: _____ Appointment - Acad.Yr: _____ Fiscal Yr: _____ Other: _____
(HR will determine.)

Position Phone No.: _____ Position Building/Room No.: _____

Position Type - Regular: _____ Continuing Contract: _____ Contract: _____ (Number of years) _____

Date of Vacancy: _____ Date Position to be Filled: _____

Reason for Vacancy: _____

Last Incumbent: Name: _____

Rank or Title: _____

Base Annual Salary: _____ FOAPAL: _____

Proposed: Rank or Title: _____

Base Annual Salary or Salary Range: _____ FOAPAL: _____

Salary dollars available for position _____. If less than the Proposed Base Annual Salary, what is the recommended source of additional dollars?

Dept.: _____ College or Area: _____ Vice President: _____ University: _____ External Funds: _____ Other: _____

Office and/or laboratory space is available when this position is filled. _____ Yes _____ No

List journals, newspapers, etc., for placement of classified ads. Include website address if known. The notice will automatically appear on BSU's website.

Who is chair of the search committee? _____

Date representative from Human Resources is scheduled to meet with search committee? _____

Please route in the following order for approvals:

Department or Unit Head: _____ (date)

Dean or Vice President: _____

Provost: _____

President: _____

Vice President
for Business Affairs: _____

Associate VP for HR: _____