

POSITION APPROVAL FORM

TITLE OF POSITION

POSITION (Describe position in this section)

RANK (Include all possibilities)

SALARY:

MINIMUM QUALIFICATIONS:

POSITION AVAILABLE (If pool recruitment, specify whether the pool includes the possibility of openings for instruction in Summer Session):

APPLY TO: (Specify any material to be submitted):

CLOSING DATE:

SIGNATURES: (Academic Salary Budgetary Authority)

Department Chair, Provost, or PI

Date

Dean (final approval)

Date

Flyer color preference (if any):

Mail Code:

Number of announcements needed:

Announcements delivered to: (Name, Office, Room #, Building/ Address)

Names of search committee members (if known):

Number of Affirmative Action Data Cards (not required for part-time temporary positions):

Funding Justification (Position #, replacement for, etc.)

Account number: