

Tennessee State University
College of Agriculture, Human & Natural Sciences

Part I: Internal Position Announcement Request
For all Faculty, Professional, Clerical or Support Positions

Date of Form: _____

Requested by: _____
Type Full Name on Line Above *Signature*

POSITION TITLE:	
DEPARTMENT:	
POSITION SUMMARY:	
MINIMUM QUALIFICATIONS/ EXPERIENCE:	
SALARY RANGE:	

APPROVALS:

_____ 1. Department Head	_____ Date	_____ 3. Associate Dean/Superintendent	_____ Date
_____ 2. Fiscal Analyst	_____ Date	_____ 4. Dean, CAHNS	_____ Date

Tennessee State University
 College of Agriculture, Human & Natural Sciences
Part II: Internal Position Requisition for Regular or Temporary Positions

Position Title	Department
Vacancy Date	Date Needed
If temporary, date ends	Number of hours per week:
Months per year:	

Days to be worked: (Check all that apply)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Would student be acceptable? Yes
 No

Person to contact for position:

Telephone No.

Existing Position? Yes
 No

If yes, replacement for:

Position Number:

Recommended Salary: per
 Year
 Hour

Base: Academic
 Fiscal
 Temporary

Fund	Organization	Account	Program	Active Funding Period
1.				-
2.				-
3.				-
4.				-
5.				-

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Part III. Recruitment Plan

The position is: Tenure-Track: Full Time: Temporary: Part Time:

Interim: Adjunct:

Is the position Grant Funded? Yes No If yes, the Grant Ends:

Anticipated Length of Appointment for Temporary or Interim: From _____ to _____

Anticipated Hire Date: _____

Advertising Plan

Date of Advertisement: TBA by HR

Closing Date: TBA by HR

Sources:

1. _____
2. _____
3. _____
4. _____

(Attach proposed advertisement(s) and estimate of cost for each advertisement requiring payment.)

Describe efforts for direct contacts to encourage other-race applicants: _____

Search Committee: Yes No

Search Committee Members:

	Full Name	Title	Race	Gender
1.				
2.				
3.				
4.				
5.				
6.				
7.				