

**Tennessee State University**  
College of Agriculture, Human & Natural Sciences

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

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Date of Form: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Type Full Name on Line Above *Signature*

<b>POSITION TITLE:</b>	
<b>DEPARTMENT:</b>	
<b>POSITION SUMMARY:</b>	
<b>MINIMUM QUALIFICATIONS/ EXPERIENCE:</b>	
<b>SALARY RANGE:</b>	

**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**

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

**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.				