| College of Agriculture, Human & Natural SciencesPosition Request Form 2013 | | | | | | | | | |
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| **Position Information** | | | | | | | | | |
| Position Title: | | | | | | | | | |
| Department: | | Position Number: | | | | | | Job Type: Perm or Temp | |
| Minimum Qualifications: | | | | | | | | | |
| Job Description: | | | | | | | | | |
| Working Hours: | | | | | | | | | |
| Hours per Week: | | | | | | | | Campus: | |
| Evaluating Supervisor: | | | | | | | | | |
| Contact Person: | | | | | Phone: | | | | |
| Effective Date/Date New Hire Needed: | | | | | | | | | |
| Previous Employee in Position: | | | | | | | | | |
| Fiscal (12mo): Y or N | | | | Academic (9mo): Y or N | | | | | |
| **Object Code**  🞎 61100: Executive/Administrative/Managerial  🞎 61200: Faculty  🞎 61300: Clerical/Secretarial/Technical/Paraprofessional/Skilled Crafts  🞎 61300: Service Maintenance  🞎 61600: Professional (Non-faculty) | | | | | | | | | |
| **Documents that MUST be attached by the applicant (Required Documents)**  🞎 Resume  🞎 Cover Letter  🞎 Other Document  🞎 Curriculum Vitae  🞎 Letter of Intent  🞎 Transcript 1  🞎 Transcript 2  🞎 Transcript 3  🞎 List of References  🞎 Statement of Resource Ideas: | | | | | | | | | |
| Advertised Salary: | | | | | | Student Acceptable: Y or N | | | |
| Advertising Sources (provided complete information): | | | | | | | | | |
| **Direct Contact Efforts for other race applicants** | | | | | | Date Contacted: | | | |
| Name to be contacted: | | | Type of Contact: | | | | Person making Contact: | | |
| **Funding** | | | | | | | | | |
| Percentage of Position Funded: | | | | | | | | | |
| If grant funded, funding begins: | | If grant funded, funded until: | | | | PI: | | | |
| **Accounts** | | | | | | | | | |
| Fund: | Org: | | | Program: % | | | | | |
| Fund: | Org: | | | Program: % | | | | | |
| Fund: | Org: | | | Program: % | | | | | |
|  | | | | | | | | | |
| **Search Committee** | | | | | | | | | |
| **Name** | **Race** | | | **Gender** | | | | | **Position Title** |
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**APPROVALS:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Requestor Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Business Office Director Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Dean Date