



AUTHORIZATION TO FILL A POSITION

Section I: Position Information - To be completed by the supervisor			
Job Title:		Classification (for classified):	
Date:			
Department/Division/Unit:	Job Location: (if not WOU)	Contact Person:	Phone:
Position No:	<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement of: _____	
Type of Position:	<input type="checkbox"/> Classified <input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified /Administrative	<input type="checkbox"/> Faculty Tenured /Tenure Track <input type="checkbox"/> Faculty-Adjunct /Fixed Term
Duration/Type of Position:	<input type="checkbox"/> 12-month FTE _____ for term of appt.	<input type="checkbox"/> 9-month	<input type="checkbox"/> Summer Session <input type="checkbox"/> Limited Duration
Please specify dates to be employed:			
Please attach position description. (required for classified, administrative & off-campus positions)			
Reports to:		Anticipated Start Date: _____	
Justification to fill: (Brief explanation statement.)			
Salary Rate (enter one)	Annual \$ _____	Monthly \$ _____	Hourly \$ _____
Estimated Cost through June 30 (Fiscal Year):	Wages \$ _____	OPE @ (____%) \$ _____	Total Compensation Cost \$ _____
Funding/Recruitment Information			
	Index # _____	Index # _____	Index # _____
Wages charged to index:	\$ _____	\$ _____	\$ _____
OPE charged to index:	\$ _____	\$ _____	\$ _____
Search Opening Date:		Closing Date:	
Moving Costs/Other Special Costs: Please describe any anticipated moving costs or other special costs (attach related research if applicable).			
Advertise: (List where you want to advertise, i.e. print or online services, etc.)			
Background Check: _____ Yes _____ No (Consult with HR regarding details.)			
Recruitment Plan: Briefly describe your recruiting plan, including affirmative action considerations and plan for interviewing.			
Indicate whether or not you would like to utilize online review of applications: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Search Committee: Please list your search committee members (minimum of three individuals)			



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Approvals	
Division Chair/Supervisor:	Date:
Dean (Faculty)/Director:	Date:
Provost/Vice President:	Date:
Note: Provost/Vice President forwards to Human Resources	

Section II: Human Resources			
Position Classification/Title:		Rank:	
		Recruitment Number:	ACTV:
Salary Range: \$ _____ to \$ _____		Anticipated Starting Salary: \$ _____	
Benefits: <input type="checkbox"/> Full <input type="checkbox"/> Part-time			
Qualifies for: <input type="checkbox"/> Advertising Costs	<input type="checkbox"/> Interview Costs	<input type="checkbox"/> Moving Costs	<input type="checkbox"/> Other
Recommended by Director of Human Resources:			Date:
Note: Human Resources forwards to Budget			

Section III: Budget
Explanation of any exceptions to budget allocations: Upon successful hire, recruitment costs (and supporting budget for general fund position recruitment) will be posted to the employee's home org.
Recommended by Budget Director:
Date:
Note: Budget returns to Human Resources

Section IV: President
President's approval required for all new positions and replacements.
President's Approval:
Date:
Note: President returns to Human Resources