

WESTERN OREGON UNIVERSITY

AUTHORIZATION TO FILL A POSITION

Section 1: 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"/> 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. newspapers, online services, etc.):			
Recruitment Plan: Briefly describe your recruiting plan, including affirmative action considerations and plan for interviewing:			
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 Budget/Payroll	

Section II: Budget/Payroll
Explanation of any exceptions to budget allocations
Recommended by Budget Director:
Date
Note: Budget/Payroll forwards to Human Resources

Section III: Human Resources	
Position Classification/Title	Rank
	Recruitment Number
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 President	

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