WESTERN OREGON UNIVERSITY

EMPLOYMENT AUTHORIZATION

ATTACH COPY OF APPROVED AUTHORIZATION TO FILL A POSITION			
Appointee's Name			Date
Department/Division/Unit			
SS#	V#	Position/E#	
Effective dates			
Salary Rate	Annual	Monthly	Hourly
Eligible for FLSA □ Yes □ No			

Staff Position Information (Signed Position Description Attached)			
Working Title			
Type of Position □ Classified □ Unclassified /Administrative			
FTE	E-Class	Major Org.	Classification
□ Initial Appointment □ Rehire/Reappointed	□ Agency Promotion	□ Lateral Transfer	□ Transfer in from Adjusted Service/Original Hire Dates (if transfer/rehire) Adj Svc. Orig. Hire
□ 12 Mo. Position □ Academic Year	□ Limited Duration □ Other	Begin and end dates (if not 12 month pos'n)	

Faculty Position (Position Announcement Attached)				
Rank	Discipline			□ Advisor
□ Annual Tenure □ Indefinite Tenure	Annual FTE	Fall FTE	Winter FTE	Spring FTE
□ Fixed Term	Fall FTE	Winter FTE	Spring FTE	Annual FTE
Contract Dates				
Courseload (Workload) Attached				

Approval Signatures	**Date**
Division Chair/Supervisor	
Dean/Director	
Provost/Vice President	
Received and Confirmed by Human Resources	
Route copy from Human Resources to Budget/Payroll	