

## Faculty Position Information

Existing Vacancy     Replacement     New Position *(please answer questions in next section)*     Other *(please explain)*

**If new position, are existing budget funds available?**

Yes – please indicate fund and budget line \_\_\_\_\_

No – please obtain President's signature \_\_\_\_\_

**Explanation/Comments:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_  
*(limited to 30 characters in Colleague)*

**Classification:**    Faculty - 61001     Visiting Faculty - 61004     Scholar/Post-Doc - 61009     Faculty Assoc./Sr. Faculty Assoc – 61005

**Position Type:**    Academic Year     Fall Semester     Spring Semester     January Term     Other

**FTE:** \_\_\_\_\_

**Funding Source:** General Ledger Account Number:    80     90    0 \_\_\_\_\_

**Department Fund Name/Grant Name:** \_\_\_\_\_

**Previous Incumbent's Name:** \_\_\_\_\_    **Termination form sent to HR (date)** \_\_\_\_\_

**Last Day Physically Worked:** \_\_\_\_\_    **Reason for Leaving:** \_\_\_\_\_    **Close Vacated Position?**    Yes     No

### Authorization – All signatures are required

\_\_\_\_\_  
School Dean/Date

\_\_\_\_\_  
VP for Academic Affairs & Dean of Faculty or  
Associate VP of Academic Affairs/Date

\_\_\_\_\_  
President of the College/Date

\_\_\_\_\_  
Director of Budgets & Planning /Date

**Search Chairperson:** \_\_\_\_\_    **Administrative Support:** \_\_\_\_\_

**Search Committee Members:** \_\_\_\_\_

### Human Resources Office Use Only

**Position ID (Colleague)** \_\_\_\_\_    **HR Website Post Date:** \_\_\_\_\_

*Dept. Abbreviation      Object Code(3 digit)      Title Abbreviation*

**Close Vacated Position?**    Yes     No

*Instructions: Please complete all data, obtain required signatures and forward to Human Resource office for ad placement.  
MISSING DATA/INFORMATION WILL CAUSE DELAYS.*