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 Datatel)

Classification: ❑ Faculty - 61**001** ❑ Visiting Faculty - 61**004** ❑ Scholar/Post-Doc - 61**009** ❑ Faculty Assoc/Sr. Faculty Assoc – 61**005**

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 – <u>All</u> signatures are required

_____ _____
School Dean/Date   VP for Academic Affairs & Dean of Faculty <u>or</u>
                                                Associate VP of Academic Affairs/Date

_____ _____
Co-Dean of Institutional Diversity & Inclusion /Date   President of the College/Date

_____
              Director of Budgets & Planning /Date

Search Chairperson: _____ **Administrative Support:** _____

Search Committee Members: _____

Advertising – **Please attach Ad Copy**

Please indicate advertising venues

❑ Chronicle of Higher Education (web only)
❑ Specialty Publications   ❑ Other – please attach website/contact information

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.

Distribution by HR: School Office   DOF   AA Officer   HR

Request to Fill Vacancy – FACL 12-2020

Request to Fill Vacancy for Faculty Position *(sidebar, vertical text)*