

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 - 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

 Chief Diversity Officer/Date

 President/Date

 Associate Vice President for Finance & Administration/Date

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

Search Committee Members: _____

Advertising – Please attach Ad Copy

Please indicate advertising venues

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

Human Resources Office Use Only

Position ID (Datatel) _____ **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*