



**FACULTY POSITION
Request to Fill – Personnel Requisition**

POSITION – to be completed by requesting department			Date: (mm/dd/yyyy)
Department(s):		Dept Code:	
Position Title:			
Position Type:	<input type="checkbox"/>	Tenure-Track Faculty – Anticipated Rank:	
	<input type="checkbox"/>	Non-Tenure Track Faculty – Budgeted	<input type="checkbox"/> Lecturer
	<input type="checkbox"/>	Non-Tenure Track Faculty – Non-Budgeted	<input type="checkbox"/> Librarian

Request Type:	<input type="checkbox"/>	One-for-one replacement	<input type="checkbox"/>	Re-allocated position / Conversion
	<input type="checkbox"/>	NEW POSITION:		
Requested Start Date:	(mm/dd/yyyy)			
Name of Incumbent (if replacement):				

Please attach written justification on the need for the position, and how the position will be funded.
(If it is a reallocated position, also substantiate how the need will be met in the unit where the position was previously.)

Brief Description of Position, including specialty required/preferred:	
Educ/Exp required:	

Department Chair / Director Signature:	Date:
Dean Signature:	Date:

AUTHORIZATION

Provost Signature:	Date:

After all required signatures are secured, send a copy to the Human Resources Office and complete and submit a Recruitment Plan for approval to recruit.

Human Resource Office Use Only

Funding Source:	STATE	AUXILIARY	GRANT	SELF
PIN #				