

Position Announcement Authorization Form

Section A Description of Position

School/College _____ Position Title _____

Org. Unit and Name _____ Rank _____

Application Deadline _____ Salary Range _____

Date of Initial Application Review _____ Anticipated Start Date _____

Search Chair _____ Location _____ Phone and Fax _____

Contact Person _____ Location _____ Phone and Fax _____
(All correspondence from OIE will be sent here)

- Permanent 10-Month Part-time
 Full-time 12-Month Other (e.g., continuing lecturers) _____

Section B Description of Qualifications and Duties

(Attach additional pages as necessary.)

Essential Qualifications:

Essential Duties:

Please attach a copy of the job description.

Section C Description of Recruitment Strategies

Please attach a copy of the advertisement text.

Section D Signatures

Please check below if there is a benchmark for racial/ethnic minorities or women by job group in the department or unit requesting the position. For information on benchmarks, please see the current Affirmative Action Plan.

- Racial/Ethnic minorities (underrepresented) Women (underrepresented)

1. Search Chair _____ Date _____ 2. Vice President/Dean/Dept. Head/Director _____ Date _____

3. Office of Institutional Equity _____ Date _____