

# 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
- Full-time
- 10-Month
- 12-Month
- Part-time
- 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 \_\_\_\_\_ 3. Vice President/Dean \_\_\_\_\_ Date \_\_\_\_\_

2. Dept. Head/Director \_\_\_\_\_ Date \_\_\_\_\_ 4. Office of Institutional Equity \_\_\_\_\_ Date \_\_\_\_\_



# Position Announcement Authorization Form

## **Section B** Description of Qualifications and Duties

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Essential Qualifications:

Essential Duties:

## **Section C** Description of Recruitment Strategies

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