

Hiring Authorization

**Complete form and print off for signatures**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department/Program: | | | | | | | | | | | | | | | | |
| Position: | | | | | | | | Bargaining Unit: Choose an item. | | | | | | | | |
| **Vacancy Type: Check Appropriate Box** | | | | | | | | | | | | | | | | |
|  | Leave Replacement For | | | Name: | | | | | | | | | | | | |
|  | Fixed Term to Probationary | | | | | | | | | | | | | | | |
|  | New Position | | | | | | | | | | | | | | | |
|  | Vacant Position | | | Previous Incumbent: | | | | | | | | | | | | |
| **Position Responsibilities: Fill in for Unclassified Positions** | | | | | | | | | | | | | | | | |
| **Minimum Qualifications: Fill in for Unclassified Positions** | | | | | | | | | | | | | | | | |
| **Preferred Qualifications: Fill in for Unclassified Positions** | | | | | | | | | | | | | | | | |
| If Faculty: Proposed Contract Type & Rank | | | | | | | | Type | Select One | | | | Rank | | Select One | |
| If Unclassified: Proposed Contract Type & Range | | | | | | | | Type | Select One | | | | Range | | Select One | |
| Proposed Contract Dates (begin/end): | | | | | | | | | | | | | | | | |
| Proposed FTE: | | | | | | | % of Time: | | | | | | | | | |
| Additional comments: | | | | | | | | | | | | | | | | |
| Dept Chair/Unit Director Signature | | | | | | | | | | | | Date | | | |
| Dean’s Approval | | | | | | | | | | | | Date | | | |
| Vice President Authorization | | | | | | | | | | | | Date | | | |
| Approved | | Rank | | | | Range | | | | | FTE | | | | |
| Funding Sources | | | # | | % | | | | | # | | | | % | |
| Budgetary Approval | | | | | | | | | | | | Date | | | |
| President’s Approval | | | | | | | | | | | | Date | | | |