

Hiring Authorization

**Complete form and print off for signatures**

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| --- |
| 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 |