

REQUEST FOR PERSONNEL ACTION (RPA) FACULTY POSITIONS

No commitment to hire can be made until the hiring process is complete and the AA Officer/HR Director has approved the appointment

REQUIRED FOR ALL POSITIONS:				-					
Department Name:				Special Posting/Advertising: YES NO If Yes, attach detail.					
Department Number(s) and Unit Number(s): (for position and advertising charges)				Proposed Start Date:					
Will this position be funded through more than one department? YES NO									
Number of Openings:				Proposed End Date:					
Classification:				Proposed Incumbent(s):					
Tenure-Track OR Non T TYPE OF ACTION REQUESTED (New Position Fill Vacant Position Fo Extension of Appointment I Increase in Pay Type:	Check one) ormer Incumbent From:	t Tc Tc Percent	o:	Date	e Vacateo	1		lect course(s):	
Other FOR HUMAN RESOURCES USE ONLY									
COURSE NUMBER AND NAME	SECTIONS	Semester: F or S	Unit Value	Total WTU's	FTE	%	Monthly Salary	Semester Salary	
		Administra	tive / Fisc	al Approval	S				
epartment Chair Date Ac			ademic Dean Date						
Budget Officer (for all new positions and grants) Date			Provost					Date	
President (required for all tenure-track positions	5) Date								
		Human	Resources	Use Only					
Requisition # Job Bulletin Number Job Code				Range Code Position #					
Hire Date Salary Above M			ove Midpo	nt: Yes/No Benefits: Yes/No PERS: YES/NO PST: YES/N				NO PST: YES/NO	
Date Keyed Into People Soft Date Sent To Payroll									
HR ANALYST	RDIRECTOR				Date				
Signature	Dat	æ		Signature			Date	Revised 7/10	