## 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: $\square$ YES $\square$ NO If Yes, attach detail. |
| :--- | :--- |
| Department Number(s) and Unit Number(s): <br> (for position and advertising charges) <br> Will this position be funded through more than one department? YES $\square$ NO $\square$ | Proposed Start Date: |
| Number of Openings: | Proposed End Date: |
| Classification: | Proped Incumbent(s): |


| $\square$ Cruise OR | $\square$ Academic Non-Cruise |
| :--- | :--- | :--- |
| $\square$ Tenure-Track $\quad$ OR $\quad \square$ Non Tenure-Track OR $\quad \square$ Instructional Faculty, Extension - attach agreement form and select course(s): |  |

TYPE OF ACTION REQUESTED (Check one)
$\square$ New Position
$\square$ Fill Vacant Position Former Incumbent $\qquad$ Date Vacated $\qquad$ $\square$ Extension of Appointment From: $\qquad$ To: $\qquad$
$\qquad$ $\square$ Increase in Pay Type: $\qquad$ Percentage: $\qquad$ OR Amount \$ $\square$ other $\qquad$

| COURSE NUMBER AND NAME | SECTIONS | Semester: <br> F or S | Unit <br> Value | Total <br> WTU's | FTE | \% | Monthly Salary | Semester Salary |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Administrative / Fiscal Approvals
Department Chair

| $\overline{\text { Date }}$ |
| :--- |
| Date |

Academic Dean
Date

Budget Officer (for all new positions and grants)
Date
Provost
Date

President (required for all tenure-track positions)
Date

## Human Resources Use Only

| Requisition \# |  | ode __ Range Code |  | Position \# |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Hire Date | Salary | Above Midpoint: Yes/No | Benefits: Yes/No | PERS: YES/NO | PST: YES/NO |
| Date Keyed Into People Soft |  | Date Sent To Payroll |  |  |  |
| HR ANALYST |  | HR DIRECTOR |  |  |  |
| Signature | Date | Signature |  | Date |  |

