REQUEST TO FILL FULL-TIME FACULTY OR PROFESSIONAL POSITION

Required attachments:

1. **Current position description. (Descriptions for professional positions can be obtained from University Compliance.)**
2. **Justification for retaining the position.**
3. **Suggested ad language or request for waiver of advertising.**

Date: _____ Replacement: _____ New Position (requires President's approval): _____

College or Area: _____ Dept. or Unit: _____

Position No.: _____ Budget sign off:_____ Appointment - Acad.Yr: _____ Fiscal Yr: _____ Other: _____
(HR will determine.)

Position Type - Regular: _____ Continuing Contract: _____ Contract: _____ (number of years) _____

Date of Vacancy: _____ Date Position to be Filled: _____

Reason for Vacancy: _____

Last Incumbent: Name: _____
(Last) (First) (Initial)

Rank or Title: _____

Base Annual Salary: _____ FOAPAL: _____

Proposed: Rank or Title: _____

Base Annual Salary: _____ FOAPAL: _____

Salary dollars available for position _____. If less than the Proposed Base Annual Salary, what is the recommended source of additional dollars?

Dept.: _____ College or Area: _____ Vice President: _____ University: _____ External Funds: ____ Other: ____

Office and/or laboratory space is available when this position is filled. _____ Yes _____ No

List journals, newspapers, etc., for placement of classified ads. Include website address if known. The notice will automatically appear on BSU's website.

_____

_____

Who is chair of the search committee? _____

Date representative from the Office of University Compliance is scheduled to meet with search committee?

Approvals:

Department or Unit Head: _____
(date)

Dean or Vice President: _____

Executive Director, Ofc. of University Compliance: _____

Provost: _____

President: _____