

**1. Position Summary**

**Number of Openings:**

Unlimited

**Position Title**

**Working Title** - Title/Description to appear on job posting (e.g. 'Assistant Professor - Chemistry')

**Justification**

**Department Name**

**Hiring Manager**

Please enter First and Last Name

**Does this position require a search committee?**

**Internal Notes** - Please include additional details/notes to Talent Acquisition such as length of posting period, etc.

**Owners**

Owners (Talent Acquisition and Department Contacts) have access to the candidate pool and can edit requisitions. Owners also receive notifications when the requisition and offer are approved. Collaborators do not have access to modify the requisition, but can view the candidate pool and participate in the search committee.

**Department Contact:**

**Employment Rep:**

**Department Contact 2:**

**Employment Rep Assistant:**

**Collaborators** - Add all search committee members, including the Chair, and all employees who require access to the requisition and applicants. The proposed committee must include a minimum of three members from the hiring department and one from another department. Committee Chair and Hiring Official cannot be the same individual.

**2. Administration**

**Background Cost Center**

Note: Cannot use Ledger 1 Funds

Blue Fields - Commonly completed by Initiator

Green Fields - Commonly completed by Hiring Manager/Search Committee

**Position Number**

**Job Code**

**Previous Incumbent Name (optional)**

**College**

**Hiring Manager Email**

**Notes to Applicant** - Additional information not part of the job description or qualifications visible to applicants.

**3. Position Description/Qualifications**

**Description**

**Qualifications**

**Job Description**

**Qualifications\_** (Must provide job-related preferred qualifications in addition to required qualifications.)

**Required Attachments by Candidate** (select all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Resume                             | <input type="checkbox"/> Writing Samples                  |
| <input type="checkbox"/> Curriculum Vitae                   | <input type="checkbox"/> Teaching Philosophy or Statement |
| <input type="checkbox"/> Cover Letter/Letter of Application | <input type="checkbox"/> Research Statement               |
| <input type="checkbox"/> Letters of Recommendation          | <input type="checkbox"/> Publications                     |
| <input type="checkbox"/> Unofficial Transcripts             | <input type="checkbox"/> Evidence of Effective Teaching   |
| <input type="checkbox"/> DD 214                             | <input type="checkbox"/> Portfolio                        |

**4. Job Information**

**Profile**

**Employee Status**

**Schedule**

**Tenure Classification**

**5. Questionnaire**

**Additional Questions** (Please enter any additional questions to be answered by the applicant.)

**Signatures**

\_\_\_\_\_  
Committee Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date