



FORM A REQUEST TO RECRUIT

1. DIVISION	2. POSITION NUMBER	3. RECRUITMENT NUMBER
4. DEPARTMENT (UDDS CODE)		5. DATE
6a. OFFICIAL TITLE	6b. (For AS & LI) WORKING TITLE	

FOR HUMAN RESOURCES USE ONLY: 7. TITLE CODE: 8. JOB GROUP:

9. APPOINTMENT TYPE				
FACULTY <input type="checkbox"/> Tenured <input type="checkbox"/> Probationary	LIMITED APPOINTMENT STATUS <input type="checkbox"/> Limited If concurrent status required: <input type="checkbox"/> Tenured Faculty <input type="checkbox"/> Probationary Faculty	TEACHING ACADEMIC STAFF <input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term	NON-TEACHING ACADEMIC STAFF <input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term All requests must include a position description and organization chart.	CLASSIFIED STAFF <input type="checkbox"/> Permanent <input type="checkbox"/> Project Appointment All requests must include a position description, performance standards and organization chart.

10. DESIRED STARTING DATE	11. PERCENT
12. FUNDING SOURCE 101 104 120 128 133 144 Other	13. ACTIVITY 0 1 2 4 5 6 7 8 9
14. NAME OF FORMER INCUMBENT	LAST DAY WORKED

UNCLASSIFIED STAFF: ATTACH POSITION VACANCY ANNOUNCEMENT, ADVERTISEMENT COPY AND RECRUITMENT PLAN, CONTINUOUS RECRUITMENTS MUST LIST A REVIEW DATE

15. RECRUITMENT INTERNAL EXTERNAL 16. URL INFORMATION
 CONTINUOUS (Provide justification)

Application Deadline: _____ Employment Web Page: _____

Applicant Inquires: (Name/Phone): _____ Web site Contact (E-mail/Phone): _____

Salary Range and Pay Basis:: _____ Announce Begin Date: _____

Search & Screen Chair: _____ Announce Remove Date: _____

Search & Screen Support Person (Name/Phone): _____

17. DEPARTMENT APPROVAL	DATE	20. APPROVALS BY VICE CHANCELLOR OR ASSOCIATE VICE CHANCELLOR
18. DEAN OR DIRECTOR APPROVAL	DATE	
19. HUMAN RESOURCES AUDIT	DATE	