



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 <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL <input type="checkbox"/> CONTINUOUS (Provide justification)		
Application Deadline: _____ Applicant Inquires: _____ (Name/Phone): _____ Salary Range and Pay Basis: _____ Search & Screen Chair: _____ Search & Screen Support Person (Name/Phone): _____		Employment Web Page: _____ Web site Contact (E-mail/Phone): _____ Announce Begin Date: _____ Announce Remove Date: _____
16. DEPARTMENT APPROVAL		19. APPROVALS BY VICE CHANCELLOR OR ASSOCIATE VICE CHANCELLOR
DATE		
17. DEAN OR DIRECTOR APPROVAL		
DATE		
18. HUMAN RESOURCES AUDIT		
DATE		