



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: _____		Employment Web Page: _____			
Applicant Inquires: _____		Web site Contact _____			
(Name/Phone): _____		(E-mail/Phone): _____			
Salary Range and Pay Basis: _____		Announce Begin Date: _____			
Search & Screen Chair: _____		Announce Remove Date: _____			
Search & Screen Support Person (Name/Phone): _____					
16. DEPARTMENT APPROVAL			DATE	19. APPROVALS BY VICE CHANCELLOR OR ASSOCIATE VICE CHANCELLOR	
17. DEAN OR DIRECTOR APPROVAL			DATE		
18. HUMAN RESOURCES AUDIT			DATE		