



APPROVAL TO FILL A POSITION

Instructions for Use: This form must be completed to authorize the Human Resources Office to initiate the process of a job search.

(To be completed by initiating party)

POSITION:	DEPARTMENT:
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JOB CLASSIFICATION		
<p>Step One: Justification</p> <p>Resignation Student Services Retirement New Position Accreditation Requirements Effective Management of the Institution</p> <p>Replacing:</p>	<p>Step Two: Check One</p> <p>Instructional Staff Administrative Staff Professional Staff Support Staff</p>	<p>Step Three: Appointment Type (Check All That Apply)</p> <p>Full-Time Part-Time Temporary End Date _____ Adjunct</p>
<p>Step Four: Campus/Site</p> <p>Downtown Campus Southwest Site Carver Site</p>	<p>Step Five: Position Fund Type</p> <p>Grant funded Not grant funded If yes, is the account split? YES NO</p>	<p>Anticipated or Projected Salary</p> <p>Salary Schedule: _____ Grade/Rank: _____ Salary Range: \$ _____ Rate Per Hour: \$ _____ IF HOURLY: Maximum Hours Per Week _____</p>

(There is no guarantee suggested Advisory Committee members will be appointed)

Proposed Advisory Committee	
#1 Committee Chair	#2
#3	#4

(To be completed by the Chief Financial Officer)

<p>Is Salary In Budget?</p> <p>YES _____ NO _____</p>	<p>Account Number #1</p>
<p>Position Salary Budget Year</p>	<p>Account Number #2 (if applicable)</p>

Prepared By: _____

_____ Date

Approved By: Dean
(if applicable)

_____ Date

Approved By: VP of Instructional Services
(if applicable)

_____ Date

Approved By: Business Office

_____ Date

Approved By: President

_____ Date