



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		
Step One: Justification Resignation Student Services Retirement New Position Accreditation Requirements Effective Management of the Institution Other _____	Step Two: Check One Instructional Staff Administrative Staff Professional Staff Support Staff	Step Three: Appointment Type (Check All That Apply) Full-Time Part-Time Temporary End Date _____ Adjunct
Step Four: Campus Location Main Campus Baker-Gains Central Campus Southwest Campus Carver Campus	Step Five: Position Fund Type Grant funded Not grant funded If yes, is the account split?	Anticipated or Projected Salary Salary Schedule: _____ Grade/Rank: _____ Salary Range: \$ _____ Rate Per Hour: \$ _____ IF HOURLY: Maximum Hours Per Week _____

(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)

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

STRATEGIC PLAN OBJECTIVES: _____

Prepared By: _____

_____ Date

Reviewed By: Chief Financial Officer _____

_____ Date