

REQUEST TO RECRUIT

For Post - Doctoral Position

Department:

College:

Title suggested for position:

Job Code:

Period and dates of appointment:

Position#:

Remote Work Available:

Will the department support sponsorship for this position(e.g. H-1B, J-1)?

Suggested Salary \$

Source of Funds

Account Code

Amount

Duties to be performed (if split appointment, indicate percent of appointment by department/unit and specific duties in each department/unit):

Type of appointment: Full time Part time %

Attach one copy of the proposed advertisement, including the time lines for recruitment and the qualifications for selection.

List of sources to be used for recruiting:

Criminal History Records Check:*

Does this position require a Criminal History records check per SBHE Procedures 602.3? Yes No

*Please ensure that this requirement is included in the proposed advertisement. Department is responsible for notifying applicants and securing authorization from finalist.

Attach Justification for Position Recruitment Form along with a memo outlining the Essential Functions of this position.

REQUESTOR SIGNATURES:

Department Chair

Date

Dean

Date

APPROVAL SIGNATURES:

Vice President Research

(if applicable based on funding)

Date

Provost's Office

Date

File Copies distributed to: 1. Dean 2. Department 3. VPR 4. Provost
