

# REQUEST TO RECRUIT

For Post - Doctoral Position

Department:

College:

Title suggested for position:

Job Code:

Period and dates of appointment:

Position#:

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

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