

# REQUEST TO RECRUIT

## Part-Time Instructional

Department:

College:

Period and dates of appointment:

Job Code:

Suggested Salary \$

Position#:

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):

Percent Effort                      %

Attach one copy of the proposed advertisement, including time lines for recruitment if different than the three day minimum. Qualifications for selection must be included on the job ad and 100 pt matrix.

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.

REQUESTOR SIGNATURES:

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

APPROVAL SIGNATURES:

\_\_\_\_\_  
Provost's Office

\_\_\_\_\_  
Date

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

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