

POSITION APPROVAL FORM

Title of position

Position (describe position in this section)

Rank (include all possibilities)

Salary (range can be specified, if desired)

Minimum qualifications (list all that apply)

Preferred qualifications (if any)

Position available (start date and/or length of appointment, if specified)

To apply (Specify any materials to be submitted)

Send materials to (Department's campus address; if electronic submissions are preferred, so state and include an email address)

Initial Review Date (IRD) or Closing Date

*****FOR CONVENIENCE, YOU MAY SUBSTITUTE THIS FIRST PAGE WITH
A DRAFT FLYER THAT CONTAINS THIS INFORMATION*****

SIGNATURES: (Academic Salary Budgetary Authority)

Department Chair

Date

Dean (Final approval)

Date

If paper flyers are desired, specify the following:

Flyer color preference (if any)

Department's mail code

Send flyers to (Name/Mail stop)

Number of flyers needed (APO will create up to 150 for senate faculty searches, up to 50 for non-senate faculty searches. Electronic versions of flyers will be supplied by APO)

Names of search committee members (if known)

Number of paper Affirmative Action Data Request Cards (not required for part-time temporary positions)

Funding Justification (Provision #, for senate faculty positions)

FOAPAL/ Account number to be charged (charges would only be incurred if department requests that APO post announcement on fee-for-use websites, etc)