

Southwestern University

Request to Fill a Position

Please complete all sections and forward to your department head for signature.

Today's Date: _____

Section A: Action Type:

Fill Currently Budgeted Position: Faculty Staff

Current Position Title: _____

Departing Employee: _____

Employee to be Promoted/Transferred: _____

New Position: (attach job description)
(Pre-approval by budget committee is required): Faculty Staff

Start Date: _____ End Date: _____
(if applicable)

Actual start date will be determined upon the completion of a Background Check.

Section B: Position Description:

Job Title: _____
(Job description required if title is changed from current title)

Department: _____

Salary Account Number: _____

Position Classification: Exempt Non-Exempt

Check One: FT Regular PT Regular
 FT Temp PT Temp

FTE%: 100% 75% 50% 25%

Section C: Comments:

Section D: Recruiting/Advertising Options:

All faculty and staff job announcements are automatically placed on the SU Human Resources website at www.southwestern.edu/hr. All tenure-track faculty positions are advertised in *The Chronicle of Higher Education*, *Hispanic Outlook*, and *Diverse Issues in Higher Education*. Hiring managers may post to their own professional associations on-line list-serves after ad has been finalized and approved by Human Resources.

Local Publications:

Austin American Statesman Williamson County Sun Specify below

Special Advertising Instructions: _____

Section E: Administrative Approvals:

Account Manager / Department Head / Department Chair Date

Provost Date

Vice President of Division Date

Associate Vice President for Human Resources Date

Associate Vice President for Finance Date

Vice President for Fiscal Affairs Date

For Human Resources and Budget Officer Use Only:

Salary Range - Exempt: _____

Hourly Salary Range - Non-Exempt: _____

Position Comments: _____

Candidate Selected: _____

Hired at annual / hourly amount : \$ _____

Hire Date: _____