

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%

Work Schedule (if not full-time, year-round)

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. Hiring managers may post to their own professional association's free on-line list-serves after ad has been finalized and approved by Human Resources.

Local Publications:

Austin American Statesman (Monster) Williamson County Sun Other - Specify below

Special Advertising Instructions: _____

Section E: Administrative Approvals:

Account Manager / Department Head / Department Chair Date

Dean of Faculty Date

Vice President of Division Date

Associate Vice President for Human Resources Date

Financial Planning/Analysis Manager Date

Vice President for Finance and Administration 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: _____