

AUTHORIZATION TO RECRUIT

Position # _____

Role Title: _____

Job Title: _____

Position: Regular Restricted Faculty A/P Special Research

Staff Full-Time Part-Time

Projected Fill Date: _____

Source of Funds: _____

Salary Range: _____

Justification: _____

Requested by: _____ Date _____ Department Review for Position and Budget: _____ Date _____

Unit Director: _____ Date _____

Sr. Management Review for Position and Budget: _____ Date _____

Associate Vice President: _____ Date _____

AUTHORIZATION TO MAKE OFFER/SALARY

Selected Candidate: _____ Highest Degree: _____ Discipline: _____

Position: _____ Rank: _____ Requested Salary: _____

Justification for Salary Offer: _____

Is salary comparable with peers? Yes No

If no, explain: _____

Requested by: _____ Date _____ Department Review for Position and Budget: _____ Date _____

Unit Director: _____ Date _____

Sr. Management Review for Position and Budget: _____ Date _____

Associate Vice President: _____ Date _____