

For Advertising Only (see page 2 for instructions)

I Date: Department: Supervisor: Comments:

II Employee ID: Employee Name: Student enrolled at:

III Type of Hire/Change: New Position, Reclassification, Transfer, Promotion, Salary Adjustment, Change/Salary Distribution (FOAP), Replacement, Other

IV Employment Type: Regular, Temporary, Interim hours per week

V Current VI Proposed: Position Title, Start Date, End Date, FTE, Salary/Rate, FOAP

VII Faculty Information: Tenure Track, Research Faculty, Clinical Faculty, Visiting Faculty, Per Course, Rank, Assigned Courses

VIII Approvals: Dept Head/Director/Manager/PI, Dean, Vice President, Human Resources, Budget/Compliance, President

Internal Use Only: Position Number, Salary Band, Approved Effective Date, Employee Paperwork