



## Faculty Recruitment Authorization

The department chair is responsible for initiating the form and completing his/her section. The chair will work with the Division Head in preparing the announcement of the position and then route the form to the Associate Provost/Academic Dean. The Associate Provost/Academic Dean will route the form to the Associate Dean. The Associate Dean will route the form to the Provost of academic affairs. The Provost of academic affairs will route the form to the SJU Human Resources Office to obtain the remaining approvals and processing.

### Department Chair

Department \_\_\_\_\_

Position title \_\_\_\_\_

Full time (fte) \_\_\_\_\_ Part-time (fte) \_\_\_\_\_ Starting date \_\_\_\_\_

Education level \_\_\_\_\_ Preferred \_\_\_\_\_ Required \_\_\_\_\_

Search Committee chair name and phone number \_\_\_\_\_

#### Advertising Placement:

#### Publication Date:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

**Note: A position announcement must be attached for this position.**

### Academic Affairs

Application deadline \_\_\_\_\_

Authorized salary range \_\_\_\_\_

Institution issuing contract SJU \_\_\_\_\_ CSB \_\_\_\_\_

Replacement No \_\_\_\_\_ Yes \_\_\_\_\_ Person Replaced: \_\_\_\_\_

New position funding source \_\_\_\_\_

Banner Salary Account Number \_\_\_\_\_ Account recruitment expenses charged to \_\_\_\_\_

## Signatures

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Division Head \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Associate Provost/Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

Controller \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Vice President of Finance/  
Administrative services \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## Human Resources

**Date Posted Internally (Monastery, Distribution List)** \_\_\_\_\_

**External Recruitment Sources Used**

**Search Committee Names**

_____	(Chair) _____
_____	_____
_____	_____
_____	_____
_____	_____

**Affirmative Action Occupational Name** \_\_\_\_\_

**Hired** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**First Choice of Hire?** \_\_\_\_\_

**Notes** \_\_\_\_\_