

Faculty Recruitment Authorization

(contracts greater than 3/6ths)

The department chair is responsible for initiating the form and completing their section. The chair will route the form to the Academic Dean/Associate Provost. The Academic Dean/Associate Provost will route the form to the Provost of academic affairs. The Provost of academic affairs will route the form to the appropriate Human Resources Office for processing.

Department Chair

Department _____

Full time (fte) _____ Part-time (fte) _____ Starting date _____

Position title _____

Education level _____ Preferred _____ Required _____

Search Committee chair name and phone number _____

Advertising Placement:

Publication Date:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Application deadline _____

Academic Affairs

Note: A position announcement and/or job description must be attached for this position.

Authorized salary range _____

Institution issuing contract SJU _____ CSB _____

Replacement No _____ Yes _____ Person Replaced: _____

New position funding source _____

Salary Account number _____ Account recruitment expenses charged to _____

Additional comments

Signatures

Department Chair _____ Date _____

Academic Dean/Associate Provost _____ Date _____

Associate Dean/Director of Academic Budgets _____ Date _____

Provost for academic affairs _____ Date _____

Controller _____ Date _____

Vice President of Finance/
Administrative services _____ Date _____

_____ Date _____

Human Resources

Monastery (CSB)/Abbey (SJU) notified?

Date: _____

Possible candidates for position? (If yes, please explain) _____

Position reviewed with CSB/SJU Human Resources? Date: _____

Ad placed in

Date

Telephone

Fax

Date search closed _____

Person hired/start date _____ Closed without hire? _____

Affirmative action form completed _____