

Position Announcement Authorization Form

Along with the completed Form, please submit the following required documentation:

- A copy of the job description
- A copy of the advertisement text

Section A Description of Position

School/College _____

Position Title _____

Org. Unit and Name _____

Rank _____

Application Deadline _____

Salary Range _____

Date of Initial Application Review _____

Anticipated Start Date _____

Search Chair _____ Location _____

E-mail _____ Phone _____

Contact Person _____ Location _____

E-mail _____ Phone _____

(All correspondence from OIE will be sent to the Contact Person)

☐ Permanent

☐ 10-Month

☐ Part-time

☐ Full-time

☐ 12-Month

☐ Other (e.g., continuing lecturers)

Section B Search Committee Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section C Description of Qualifications and Duties

(Attach additional pages as necessary.)

Essential Qualifications:

Essential Duties:

Over 

Section D Description of Recruitment Strategies

(List all methods of recruitment and advertising sources. Attach additional pages as necessary.)

Section E Placement Goals

Please check below if there is a goal for racial/ethnic minorities or women by job group in the department or unit requesting the position. For information on goals, please see the current Affirmative Action Plan on the Office of Institutional Equity website.

☐ Racial/Ethnic minorities (underrepresented)

☐ Women (underrepresented)

Section F Signatures of Approval

1. Search Chair _____ Date _____

3. Vice President/Dean _____ Date _____

2. Dept. Head/Director _____ Date _____

4. Office of Institutional Equity _____ Date _____