



POSITION NUMBER \_\_\_\_\_ POSITION APPROVAL FORM Position Approval Log# \_\_\_\_\_  
 Required for full-time or part-time faculty & staff (exempt/non-exempt positions being filled for duration of nine (9) months or longer.)

**SECTION I: POSITION AND LABOR DISTRIBUTION INFORMATION**

Position Title \_\_\_\_\_ Department \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_  
 Hours/Day \_\_\_\_\_ Hours/Week \_\_\_\_\_ Month/Year \_\_\_\_\_ Proposed Start Date \_\_\_\_\_ End date (If fixed term or temporary) \_\_\_\_\_  
 Hiring Supervisor's Name and Title \_\_\_\_\_ Contact Person's Name, Phone Number, Email \_\_\_\_\_

Regular <input type="checkbox"/>	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Addition to Staff <input type="checkbox"/>	Replacement <input type="checkbox"/>
Fixed Term <input type="checkbox"/>	Faculty Tenured/Tenured track <input type="checkbox"/>		Reappointment with salary action <input type="checkbox"/>	
Temporary <input type="checkbox"/>	Faculty Non-Tenure Track <input type="checkbox"/>		Other _____	

If replacement, list incumbent's name and title: \_\_\_\_\_  
 Proposed Pay Range: \_\_\_\_\_ per (✓ one): Year  Academic Year  Hourly  Contract Period   
 Budgeted \$ \_\_\_\_\_ FTE \_\_\_\_\_ Home Org \_\_\_\_\_ Pooled Position \_\_\_\_\_ Pooled FTE total \_\_\_\_\_

Position #	Fund	Orgn	Percent	Position #	Fund	Orgn	Percent
1.				2.			
3.				4.			

Academic Start-up Funding Amount For One Year: \_\_\_\_\_ (Attach Provost Startup Form)

**SECTION II: RECRUITING INFORMATION**

FOAPA for Advertising expenses: \_\_\_\_\_  

	Fund	Orgn.	Acct.	Program	Activity
Advertising will be placed by:		Originating Department	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>
Advertisement Style:		Display	<input type="checkbox"/>	In-Column	<input type="checkbox"/>

 Proposed Deadline: \_\_\_\_\_ (for accepting applications)  
 Proposed advertisement placement (e.g. papers, journals, etc.). \_\_\_\_\_

List specific recruitment strategies for minorities, females, disabled persons, or Vietnam Era veterans: \_\_\_\_\_

Deadline for internal posting is Tuesday to appear in the upcoming CJO. All jobs will be posted for a minimum of one week.

**SECTION III: REQUIRED SIGNATURES**

By signing this requisition, you are indicating:  
 ➤ The position is authorized and a budget has been allocated for the position.  
 ➤ The hiring supervisor is aware of Rensselaer's affirmative action responsibilities.

_____	_____	_____	_____
Dept. Head/Chair/Director	Date	Dean of School	Date
_____	_____	_____	_____
Budget Approval	Date	Human Resources Approval	Date
_____	_____	_____	_____
		Vice President/Provost	Date
_____	_____	_____	_____
		President	Date

**SECTION IV: CANDIDATE SELECTION**

Selected Candidate: Name _____	Salary Offered _____	Revised Position Budget _____	Source of Additional Position Funds _____
Academic Startup Package _____	(Attach Provost Startup Form) Provost Approval <input type="checkbox"/>		Budget Approval <input type="checkbox"/>
Selected Candidate: Name _____	Salary Offered _____	Revised Position Budget _____	Source of Additional Position Funds _____
Academic Startup Package _____	(Attach Provost Startup Form) Provost Approval <input type="checkbox"/>		Budget Approval <input type="checkbox"/>
Selected Candidate: Name _____	Salary Offered _____	Revised Position Budget _____	Source of Additional Position Funds _____
Academic Startup Package _____	(Attach Provost Startup Form) Provost Approval <input type="checkbox"/>		Budget Approval <input type="checkbox"/>