



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"/>