

Alfred University RECRUITMENT REQUISITION FORM

NO RECRUITING MAY OCCUR UNTIL THE POSITION REQUISITION IS FULLY APPROVED

Position Title:		Estimated Start Date:	
Department/Area:		Duration/End Date:	
POSITION INFORMATION			
<input type="checkbox"/> New Position Proposed Salary/Rate**: _____		<input type="checkbox"/> Fill an Existing Position replacing Individual Vacating: _____	
Budget Code (FOAP): _____ Hiring Supervisor is required to ensure that adequate funds are available in the FOAP indicated. OTPS funds cannot be transferred to salary lines. The funding source identifies where dollars will be transferred from .		Current Title: _____ Current Salary/Rate: _____	
Funding Source (FOAP): _____ If no funding exists for position, please check box: <input type="checkbox"/>		Proposed Salary/Rate**: _____ Current Budget Code (FOAP): _____	
Status: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary		FTE: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time; Hours/week: _____	
Obligation: <input type="checkbox"/> Academic Year <input type="checkbox"/> 10-Month <input type="checkbox"/> 11-Month <input type="checkbox"/> 12-Month <input type="checkbox"/> Other <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Session			
Classification: Faculty: <input type="checkbox"/> Tenure <input type="checkbox"/> Non Tenure <input type="checkbox"/> Adjunct* <input type="checkbox"/> Visiting Non Faculty: <input type="checkbox"/> Administration <input type="checkbox"/> Technical Specialist <input type="checkbox"/> Staff ** <input type="checkbox"/> Research <input type="checkbox"/> Coach * Indicate course number and credit hours if adjunct:			
OTHER NEGOTIATED BENEFITS-new faculty, high level administration, international only			
<input type="checkbox"/> Moving Expenses	Amount:	FOAP:	
<input type="checkbox"/> Housing	Amount:	FOAP:	
<input type="checkbox"/> Meals	Amount:	FOAP:	
Please Specify:			
REQUIRED SIGNATURES FOR APPROVAL			
Routing Order:	Print/Type Name	Signature	Date
Supervisor:			
Dean/Director:			
Area Vice President:			
Position Control/Research Acct:			
Human Resource Representative:			
VP, Business & Finance:			
Please return completed form, with attached job description and advertisement draft, to Human Resources, Greene Hall. All benefit questions should be referred to the Office of Human Resources			
Office Use Only: Copy Distribution <input type="checkbox"/> Supervisor <input type="checkbox"/> Dean/Director <input type="checkbox"/> Vice-President <input type="checkbox"/> Payroll			Date: