FOR HR USE ONLY: Requisition #_____ Position#_____

Alfred University

RECRUITMENT REQUISITION FORM

NO RECRUITING MAY OCCUR UNTIL THE POSITION REQUISITION IS FULLY APPROVED

Proposed Title:	**Estimated Start Date:**
Department/Area:	**Duration/End Date:**

POSITION INFORMATION

☐ New Position
Proposed Compensation/Rate:

Proposed FOAP:

If no funding exists for position, please check box: ☐

☐ **Fill a Vacant Position**
Title of Position Being Vacated:
Individual Vacating Position

Compensation at time of Vacancy:

FOAP at time of Vacancy :

Proposed FOAP:

HR Final Benchmark (for HR use only):

Check here if you do not need this position posted: ☐

Status: Regular Temporary **FTE:** Full Time Part Time; Hours/week: _____

Obligation: Academic Year 10-Month 11-Month 12-Month Other

Fall Semester Spring Semester Summer Session

Classification: Faculty: ☐ Tenure ☐ Non Tenure ☐ Adjunct ☐ Visiting ☐ Head Coach (12 mo)

Non Faculty: ☐ Administration ☐ Technical Specialist ☐ Hourly ☐ Research ☐ Asst. Coach (10 mo)

Request Visa Sponsorship: ☐ Yes ☐ No

HR Use: Union:_____ U-Grade:_____ Hours Worked: _____ Stat/Non-Stat:

OTHER NEGOTIATED BENEFITS new faculty, high level administration, international only

Moving Expenses	**Amount:**	**FOAP:**
Housing	**Amount:**	**FOAP:**
Meals	**Amount:**	**FOAP:**

Please Specify:

REQUIRED SIGNATURES FOR APPROVAL

Routing Order:	**Print Name**	**Signature**	**Date**
Dean/Director:			
Area VP:			
CHRO, if applicable:	Deborah M. Drain		
Business & Finance:	Evan Tsai		
HR/Research Accounting:			
Payroll:			

Please return completed form, with attached job description and advertisement draft, to actionforms@alfred.edu.
All benefit questions should be referred to the Office of Human Resources

HR Use Only: Copy Distribution ☐ Supervisor ☐ Dean/Director ☐ VP/Research Acct

Updated 04/30/2026