

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		<input type="checkbox"/> Fill an Existing Position replacing	
Proposed Salary/Rate**:		Individual Vacating:	
Budget Code (FOAP):		Current Title:	
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 Salary/Rate:	
Funding Source (FOAP):		Proposed Salary/Rate**:	
If no funding exists for position, please check box: <input type="checkbox"/>		Current Budget Code (FOAP):	
Status: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary		**Consult Human Resources for required hourly rates	
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"/> Support Staff ** <input type="checkbox"/> Research <input type="checkbox"/> Coach <input type="checkbox"/> Hourly Professional			
* 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: