

CAMERON UNIVERSITY

REQUEST TO STAFF FORM

The following information is used to initiate a job opening and/or announcement. Specific duties and minimum qualifications are designed by the Department Director as necessary. This form must be completed by the Department.

Classified Administrative/Professional Faculty

JOB # _____ TITLE _____

SCHOOL/DEPARTMENT # _____ SCHOOL/DEPARTMENT NAME _____

NAME OF PREVIOUS INCUMBENT _____

MARK ONE New Position Replacement of Existing Position TYPE STATUS Permanent Temporary

MONTHS PER YEAR _____ TIME PER YEAR Full-time Part-time

SALARY RANGE (Annual) _____ SALARY (Hourly) _____
(Only if employee is paid hourly)

DATE JOB IS AVAILABLE _____ RANK _____ Tenure Non-Tenure

*****INCLUDE THE FOLLOWING ATTACHMENTS:**

1. Memo detailing the urgency to fill the position (effective as of September 16, 2009)
2. Proposed Notice of Vacancy.

INTERVIEWER (Dept Chair/Director) _____

SEARCH AND SCREENING COMMITTEE (Proposed)

Chairman _____
 Members _____

ANNUAL SALARY INFORMATION

ACCOUNTS	TYPE Admin/Faculty	ACCOUNT NUMBER	% PAID per ACCOUNT	AMOUNT	BENEFITS (Y/N)
First Salary Acct. (Staff Benefits Acct.)					
Second Salary Acct. (If necessary)					

Signature of Hiring Authority (Dept Chair/Dir) _____ Date _____ Signature of Approving Authority (Dean/Dir) _____

Approved Approved as Modified Not Approved

Comments _____

 Signature of Appropriate Vice President Date

 Signature of President Date

 Signature of Vice President for Business and Finance Date

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT:

Date Received _____ Job Opening # _____ Opening Date _____ Closing Date _____