

Franklin Pierce University Position Requisition for Faculty

Date: _____ Division: _____ Dept # : _____

Faculty Position: _____ Academic Year Needed: _____

- Job Description updated
 Resignation Letter sent to HR
- Replacement-Faculty to be replaced: _____ Current Salary: \$ _____
- Additional Staffing (Rationale attached)
- Full-Time Part-Time Temporary: Start Date _____ End Date _____

Hiring Range: \$ _____ to \$ _____

Approvals

(Your signature indicates that you agree that the attached job description describes a position needed by the University and that you agree that there is funding in the budget for it.)

1. _____ Academic Director / Division Chair Date	2. _____ Dean Date
3. _____ Provost Date	4. _____ VP and Chief Financial Officer Date
5. _____ Director of Human Resources Date	

RECRUITMENT PROCESS WILL BEGIN ONCE THE HR DEPARTMENT HAS RECEIVED THE FOLLOWING:

- Position Requisition (this form with all signatures)
- Job Description (revised and updated)
- Approved Posting

Human Resources Use Only

Date all approved forms received: ___ / ___ / ___	Date Posted: ___ / ___ / ___
Position Filled: Date: ___ / ___ / ___ Person _____	Start Date : ___ / ___ / ___
	Rate: \$ _____ (mo)
Position Control Number _____	Rate: \$ _____ (year)