

**Franklin Pierce University
Position Requisition for Faculty**

Date: _____ Division: _____ Dept # _____

Position Title: _____ Semester/Academic Year Needed: _____

Position Control Number: _____

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

Hiring Range: \$ _____ to \$ _____ Annualized Salary: \$ _____

Special Conditions or Considerations for the position:

Workspace:

- Is there an office or workspace for this position? Yes No
- Is all the office or other equipment needed for this position available? Yes No
(If any equipment is not available, please indicate how it will be obtained.)

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. _____
Supervisor Date | 2. _____
Vice President Date |
| 3. _____
VP and Chief Financial Officer Date | 4. _____
HR Manager Date |

RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:

- Position Requisition Job Description Approved Posting

Human Resources Use Only

Date all approved forms received:

Date Posted:

Position Filled: Date:

Person:

Start Date:

Position Control Number:

Rate: \$