

WINTHROP UNIVERSITY
REQUEST FOR FACULTY/UNCLASSIFIED POSITION

Department: _____ College: _____

Title of Position (include rank and discipline): _____

Anticipated Date of Appointment: _____ Number of months (9,10.5, or 12): _____

Anticipated Salary _____ Budgeted Base Salary & Budget # _____

Budget # for source of funding Salary difference (if needed) _____

Budget # for Printing Services: _____ Position # _____ (HR use only)

100 copies of the vacancy announcement will be printed and sent to the appropriate college for distribution to applicants. This number will provide enough copies for a typical mailing and a surplus of about 25 copies for the department. Human Resources will mail notices to the EEO recruitment list. Additional copies can be made at the department's request.

The position is (please check one in each category as appropriate):

- New or Replacement
If replacement is checked, indicate person being replaced (also record one-year replacements if applicable): _____
- Non-tenure Track or Tenure Track with faculty rank of _____

AND/OR

- Multi-year for _____ years
 with faculty rank of _____ or without faculty rank

OR

- Administrative
 with faculty rank of _____ or without faculty rank

Chair of Search Committee Date

Academic Dean Date

Approved

Approved to advertise, but position may not be filled

Not Approved

Vice President Date

EEO Representative Date