SEATTLE PACIFIC UNIVERSITY
FACULTY RECRUITING REQUISITION

Instructions: A department chair and/or dean seeking to post and fill a vacant faculty position should complete this form and return it to the Office of Academic Affairs. *When submitting a request for a job posting and advertisement, please attach a signed copy of this form.*

POSITION INFORMATION

☐ Newly Created Position

☐ Filling an existing/imminent vacancy due to:
- Termination of incumbent (resignation, retirement, discharge)
- Incumbent on leave of absence/sabbatical
- Incumbent transferred/promoted
- Other_____

School/Dept.:_____ Rank:_____

Appointment:_____ FTE:_____

Appointment Length: ☐ 9 Month ☐ 11 Month ☐ Other:_____

Position Title: _____

Position Number: _____

Current Incumbent:_____ Rank:_____

Effective date of vacancy:_____ Desired Start Date:_____

Salary (if range, indicate maximum for budget purposes): $_____

Budget Source: Fund:_____ Org:_____ Account:_____

AUTHORIZATIONS

_____ _____

Dean Date VPAA Date

For Office Use Only:

☐ *Finance* ☐ *SPU Website Advertising* ☐ *CCCU On-Line Advertising*
☐ *Vacancy Announcement* ☐ *Chronicle of Higher Education Advertising* ☐ *Other* _____

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