# Instructions For Completing The Faculty & Staff Position Requisition

## (**This form must be completed prior to filling or recruiting for any new or vacant position**.)

**NOTE:  After completing this form, please route to appropriate areas for approval:**
1. **Dean or Head of Unit**
2. **Vice President or Chief Administrative Officer**
3. **Budget Office for verification of funds**
4. **President's Cabinet**
5. **Human Resources**

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1. **Department**:  Indicate the name of the department requesting to recruit for the position.
2. **Position Title**:  Indicate the title of the position that you want to recruit for.
   - Be sure to indicate if this is a new position or a replacement position and the name of the  person being replaced.
3. **Staff**:
   - Indicate if position is Exempt or non-Exempt (contact Human Resources if unsure)
   - Indicate pay group (contact Human Resources if unsure)
   - Indicate # of scheduled hours per week (example: 40)
   - Indicate work Schedule (example: 8:00am-5:00pm, Monday-Friday)
   - Indicate hiring range Minimum and Midpoint (contact Human Resources if unsure)
   - Indicate months worked (example:  January to December)
   - Indicate FTE (full time equivalent)
4. **Faculty**:
   - Indicate of position is Full Time (.625 or more FTE) or Part Time (less than .625 FTE)
   - Indicate Full time Equivalent (example: 1)
5. **Budget Items**:
   - Indicate current position value (what is the current approved annual wage for this position)
   - Indicate position control number.
   - Expected in-hire rate (what is the rate that you expect to pay your new employee?).
     **NOTE:  *If expected in-hire rate exceeds current position value, attach funding plan.***
6. **Position Recruitmen**t:
   - Please specify publications in which you would like Human Resources to advertise for this position.
   - **NOTE:  The hiring department is responsible for any cost of recruiting advertisement.  Any advertising placed for this position will be charged directly to the department's advertising account line.**
7. **Closing Date:**  All positions will close 30 days from the date of initial posting.
8. **Indicate who will be responsible for collecting the applications for this Position.**
9. ALL Position Requisitions <u>new or replacement </u> (regardless if they have budget or not) need to go to Cabinet before they can be approved, posted, search begin etc.  In addition, Cabinet is currently requesting that they receive the answers to 3 questions with <u>all</u> requisitions.

**Signatures**:  Print your name clearly in the Requested by section and route accordingly:
1. Dean or Head of Unit
2. Vice President or Chief Administrative Officer
3. Budget Office for verification of funds
4. President's Cabinet
5. Human Resources

***Specific to College of Health Professions Faculty Positions*:**  The College of Health Professions Personnel Committee is tasked with reviewing all CHP faculty searches after approval by the President's Cabinet.  The purposes of the review is to approve Search Committee membership recommended by the respective Dean/Director to ensure that the committee makeup represents an appropriate mix of faculty representatives of the program, as well as faculty from another programs on campus; review job descriptions to ensure that outside candidates will be encouraged to apply and to ensure that a statement of diversity is included in the description of the job.  Deans/Directors will forward a proposed list of search committee members and job descriptions to the Chair of the CHP Personnel Committee. The Chair will disseminate these items to the entire Personnel Committee for suggested changes/approval. The Chair will forward revisions to the Dean/Director with approval.

# Faculty & Staff Position Requisition

### *This form is to be used prior to filling or recruiting for any new or vacant position.*

**Routing:**
1. Dean or Head of Unit
2. Vice President or Chief Administrative Officer
3. Budget Office for verification of funds
4. President's Cabinet
5. Human Resources

**1. Department:** _____ **2. Position Title:** _____

❑ New Position **(Contact Facilities (2213) for space & furniture availability & UIS (help@pacificu.edu) for computer & phone availability)**
❑ Replacement Position **(name of person replaced)**_____

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**3. Staff**
❑ Exempt    ❑ Non-Exempt          Hiring Range: Minimum_____ to Midpoint _____
Pay Group: _____       Months Worked: _____ to _____
Scheduled Hours per Week: _____    FTE: _____
Work Schedule (Start Time, End Time, Days of Week) _____

**4. Faculty**
❑ FT (.625 or more FTE)  ___ Tenure-Track  ___ Extended-Term Track  ___ Term  ___ Intern

❑ PT (Less than .625 FTE)

FTE: _____

**5. Budget Items**
Current Position Value: $_____ GL Account # _____ Position Control # _____

Expected In-Hire Rate   $_____  *If expected in-hire rate exceeds current position value, attach funding plan*

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**6. Position Recruitment** *Note: Human Resources has a subscription to all publications identified with an \*.* *The hiring department is responsible for any cost of recruiting advertisement in all other publications. Any advertising placed for this position will be charged directly to the department's advertising account line.* Your department is responsible for placing ads in discipline specific publications.

❑ Pacific University HR Web Page *
❑ Asian Reporter (local)
❑ Portland Metro (Oregonian Sunday only)
❑ Eugene Register Guard
❑ Chronicle of Higher Education (national)
❑ Higher Ed Jobs.com (national) *
❑ Other* (Specify): _____

❑ National Minority Faculty Identification Program (national) *
❑ El Hispanic News (local)
❑ Diverse Issues (national)
❑ Hispanic Outlook in Higher Education (national)
❑ Craigslist ($25.00 per ad)

**7.Closing Date:** All positions will close 30 days from the date of initial posting unless otherwise requested.

**8.Who will be responsible for collecting applications for this position?** _____

**9.Please provide some additional information for Cabinet (one or two sentences):**

1. **Why is this position or adjustment necessary?** _____

2. **How does this position fit in to the Mission of Pacific University/College/School?**_____

3. **For Faculty actions: Can this position be handled through overload or adjuncts?**_____

| Requested by: (Print Clearly) <br><br> Ext. # :         Date: | **3.** Funds verified by Budget Office: (Signature) <br><br> Date: |
|---|---|
| **1.** Approved by Dean or head of unit: (Signature) <br><br> Date: | **4.** Approved by President's Cabinet: <br><br> Date: |
| **2.** Approved by Vice President or Chief Administrative Officer: (Signature) <br><br> Date: | **5.** Received by Human Resources: (Signature) <br><br> Date: |