

Faculty job requisition

School: _____ Dept./Office: _____

Position: _____ Date to be filled: _____

Position type: _____ Replacement _____ New

Does budget support funding of this position: _____ No _____ Yes, budget #: _____

Market salary range: _____ Funding source: _____

Conditions: _____ Full-time (9 month contract) _____ Tenure track

_____ ¾- Time (12 month contract) _____ No tenure track

_____ Pro-rata faculty (50-75% teaching)

_____ Adjunct faculty (no benefits)

Advertising: ads are automatically posted on the St. Mary's University and The Association of Catholic Colleges & Universities websites. Please list any other electronic publications to post the ad to:

All search committee members: _____

Search committee chair: _____

Person receiving applications: _____

Please attach Job Rationale Approval and Job Description.

HR use only

HR director review: _____ Competition number: _____

Payroll/budget account: _____ Date received: _____

Annual salary/range: _____ Opened: _____

Salary data used: _____ Closed: _____

Candidate selected: _____

Hire date: _____

Job rationale approval

Position: _____ VP division: _____

Recommended by VP: _____ Recommended date: _____

Finance review: _____ Finance review date: _____

HR review: _____ HR review date: _____

Approved by President: _____ Approval date: _____

Job rationale narrative

Provide an explanation of why the position needs to be filled. If the position is new or has been vacant, how were the duties being managed? Can these duties be performed by existing staff? What are the consequences of leaving the job unfilled?

Is there an alternative to a full-time position? Do the duties require work effort 8 hours per day, 5 days per week, or can the work be done in 30 hours or less? Is there work every day, or can the work be done in fewer than 5 days? Do the duties exist in the summer? Can the position be staffed fall and spring only?

Office space assessment

Department: _____ Supervisor: _____

Position: _____ Date completed: _____

In an effort to facilitate a smooth transition for the new hire, St. Mary's must be proactive in securing office space and computer equipment. Please complete the checklist below:

_____ New hire requires designated office space Location: _____

_____ There is existing furniture in the office Condition of furniture: _____

_____ There is an existing computer and monitor Age of equipment: _____ Less than 1 year

_____ 1-5 years

_____ 5+ years

_____ Unknown

_____ The office has a phone set up Extension number: _____

_____ The office has sufficient data ports _____ The office has sufficient electrical outlets

Additional information

After returning this form to Human Resources, please complete a purchase order form via Gateway under Key Applications on the homepage by selecting Technology Purchasing Center in order to receive a consultation, if needed.

All purchases, such as computers, desks, adjustable chairs, etc., must be approved by your department head or chair, because all orders must be purchased by your department.

Note: please allow up to two weeks for delivery of any computer equipment that must be ordered. Office furniture can take six to eight weeks for delivery.