REQUEST TO RECRUIT

FOR TEACHING, RESEARCH OR ACADEMIC PROFESSIONAL POSITION

Department _____ College _____

Rank or title suggested for position: _____

Period and dates of appointment: _____ Position #: _____

Suggested Salary $ _____

Source of Funds	AccountingCode	Amount

Duties to be performed (if split appointment, indicate percent of appointment by department/unit and specific duties in each department/unit):

Type of appointment: Probationary ☐ Tenured ☐ Special ☐ Explain:

Attach one copy of the proposed advertisement, including the time lines for recruitment and the qualifications for selection.

List of sources to be used for recruiting:

Is the North Dakota Job Service Posting Form included: Yes_____ No_____

Attach Justification for Position Recruitment Form along with a memo outlining the Essential Functions of this position.

REQUESTOR SIGNATURES:

_____ _____ _____ _____

Department Chair Date Dean Date

APPROVAL SIGNATURES:

_____

Affirmative Action Office Date Provost's Office Date

APPROVAL SIGNATURES:

Affirmative Action Office Date Provost's Office Date

File Copies distributed to: 1. Dean 2. Department 3. Provost 4. AAO