FOR HR USE ONLY Requisition #_____ Position#_____

Alfred University

# RECRUITMENT REQUISITION FORM

**NO RECRUITING MAY OCCUR UNTIL THE POSITION REQUISITION IS FULLY APPROVED**

| **Position Title:** | **Estimated Start Date:** |
|---|---|
| **Department/Area:** | **Duration/End Date:** |

## *POSITION INFORMATION*

| | |
|---|---|
| ☐ New Position | ☐ Fill an Existing Position replacing |
| Proposed Salary/Rate**: | Individual Vacating: |
| Budget Code (FOAP): | Current Title: |
| Hiring Supervisor is required to ensure that adequate funds are available in the FOAP indicated. OTPS funds cannot be transferred to salary lines. The funding source identifies where dollars will be transferred from . | Current Salary/Rate: |
| | Proposed Salary/Rate**: |
| Funding Source (FOAP): | Current Budget Code (FOAP): |
| If no funding exists for position, please check box: ☐ | **Consult Human Resources for required hourly rates |
| **Status**: ☐ Regular ☐ Temporary | **FTE:** ☐ Full Time ☐ Part Time; Hours/week: _____ |

**Obligation**: ☐ Academic Year ☐ 10-Month ☐ 11-Month ☐ 12-Month ☐ Other

☐ Fall Semester ☐ Spring Semester ☐ Summer Session

**Classification:**

Faculty: ☐ Tenure ☐ Non Tenure ☐ Adjunct* ☐ Visiting

Non Faculty: ☐ Administration ☐ Technical Specialist ☐ Staff ** ☐ Research ☐ Coach

* Indicate course number and credit hours if adjunct:

## *OTHER NEGOTIATED BENEFITS-new faculty, high level administration, international only*

| | | |
|---|---|---|
| ☐ **Moving Expenses** | **Amount:** | **FOAP:** |
| ☐ **Housing** | **Amount:** | **FOAP:** |
| ☐ **Meals** | **Amount:** | **FOAP:** |

**Please Specify:**

## *REQUIRED SIGNATURES FOR APPROVAL*

| **Routing Order:** | **Print/Type Name** | **Signature** | **Date** |
|---|---|---|---|
| **Supervisor:** | | | |
| **Dean/Director:** | | | |
| **Area Vice President:** | | | |
| **Position Control/Research Acct:** | | | |
| **Human Resource Representative:** | | | |
| **VP, Business & Finance:** | | | |

**Please return completed form, with attached job description and advertisement draft, to Human Resources, Greene Hall.**
**All benefit questions should be referred to the Office of Human Resources**

**Date:**

**Office Use Only: Copy Distribution** ☐ Supervisor ☐ Dean/Director ☐ Vice-President ☐ Payroll