

POSITION VACANCY REQUEST

4005.6.7/3

4005.6.7/4

Position Requested _____

Department of Position _____

Immediate Supervisor _____

Search Committee Chair _____

Position is Replacement For _____

Contract Terms:

Salary \$ _____ **Weeks** _____ **Hrs. per Week** _____ **Level** _____

Employment Start Date: _____ **End Date:** _____

Educational Fund **Grant Fund**

(If grant funded, specify grants and percentage of salary from each grant.)

Contract to be issued upon Board Approval:

<input type="checkbox"/> Specially Funded Administrative & Professional	<input type="checkbox"/> Notice of Part-time
<input type="checkbox"/> Specially Funded Classified	<input type="checkbox"/> Notice of Temporary
<input type="checkbox"/> Specially Funded Part-time	<input type="checkbox"/> Fractional Time Faculty
<input type="checkbox"/> Specially Funded Faculty	<input type="checkbox"/> Tenured Faculty
<input type="checkbox"/> Administrative & Professional	<input type="checkbox"/> Probationary Full-time Faculty
<input type="checkbox"/> Classified Staff	

Approved: _____

Adm. Council Member _____ **Date** _____

Director of H.R. _____ **Date** _____

President _____ **Date** _____

Recruitment Strategy:

- _____ Commercial News
- _____ News Gazette
- _____ DACC Website
- _____ District Delivery Distribution List
- _____ IDES
- _____ Other

- _____ Historically Black Colleges
- _____ Chronicle of Higher Education
- _____ Black Issues / HigherEducation
- _____ Journals
- _____ Periodicals
- _____ Website(s)

Position Open Date:

Position Close Date:
