

Search Authorization Form
Attach Vacancy Announcement (and Job Description, if non-faculty)

1. Position Title: _____ 2. Acct. No. _____ 3. PIN _____

4. Division/College: _____ 5. Department: _____

6. Department Head _____

7. New Position Replacement Ad Interim Replacement:

If Replacement, for whom? _____

8. Type of Appointment: Faculty: Tenure Track: Non Tenure Track

9. Starting Date _____ 10. Salary Range: (Please specify) _____

11. Salary Verification: Faculty

VPAA Verification if applicable _____

Salary Verification: Faculty

HR Verification _____

12. Type of Search: New Extension Reopened

13. Scope of Search _____

Position must be open for at least 10 days.

Regional Professional staff/Non TT Faculty Labor Market:

State of Texas

- minority recruiting sources
- newspaper in selected major cities

National Administrative/Tenure track faculty Labor Market:

United States

- minority recruiting sources
- selected higher education source(s)

Dean/Director

Approval to Conduct Search:

Vice President/President

Date

Review of Vacancy Announcement:

Human Resources

Date

Search authorization form must be completed with Vice President's signature before posting.

Position Vacancy Announcement