

Position Search Requisition			
Reference Number 13.00 Forms	Board Approval 10/2006	Effective Date 08/13/2020	Page 1 of 2

Part I

Open positions are not automatically approved and must be reviewed by the administration before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the hiring manager must **(1) complete this form (2) attach an updated job description, org chart and advertisement (3) return the completed form, and all other required documentation to the Human Resources Office.** Date of Request: _____

Position Title: _____

Proposed Start Date: _____ Ending Date (If applicable): _____

Department Name: _____ Funding Source/Acct. Number: _____

Number of months to be worked per year: ___12 ___11 ___10 ___09 ___Other: _____

Number of hours to be worked per week: ___40 ___30 ___20 ___<19 ___Other: _____

Search Committee (minimum of three): (1) _____ (VP or Designee)

(2) _____ (Designee) (3) _____ (Designee)

Employment Type:

Staff Full-time Temporary

Faculty Part-time Other

Justification for Search:

Is this position a replacement? Yes No

If yes, briefly explain the reason for the vacancy, **(i.e. who is being replaced, current salary/hourly rate & their title)**, and why this position ought to be retained. Include any changes you plan for this position, if applicable. _____

Current Salary/Hourly Rate: \$_____ Salary Range Requested: \$_____ to \$_____

Is this a new position, meaning it is not included in your current budget? Yes No

If yes, please attach justification.

Originator: _____
Print Name Signature Date

Approvals:

VP/Cabinet Member: _____ Date: _____

**Note: VP sign on reverse side for advertising budget commitment

Chief HR Officer: _____ Date: _____

Controller: _____ Date: _____

**Controller approving funding source/account number

VP/CFO: _____ Date: _____

President: _____ Approved _____ Denied _____ Hold

President: _____ Date: _____

Position posted by HR: _____ Date: _____

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Part II

Advertising Recommendation

Position Title _____

Online, Tusculum University HR website ____

The Chronicle ____ Higher Ed ____ Inside Higher Ed ____ Other ____

Formal Block Ad with Logo Approx. Cost _____

Line Ad Approx. Cost _____

Newspaper Print and Online Print Only Online Only

The Greeneville Sun Dates _____ Approx. Cost _____

Johnson City Press Dates _____ Approx. Cost _____

Morristown Citizen Dates _____ Approx. Cost _____

Newport Plain Talk Dates _____ Approx. Cost _____

Kingsport Times Dates _____ Approx. Cost _____

Bristol Courier Dates _____ Approx. Cost _____

Knoxville News Sentinel Dates _____ Approx. Cost _____

Chattanooga Times Dates _____ Approx. Cost _____

Other Dates _____ Approx. Cost _____

Other (Association publication with contact and member ID if needed) _____

Attach ad copy and e-mail final draft to hr@tusculum.edu. Ad copy must be submitted by 2:00 p.m. on Thursday for the weekend issues.

Department Budget & Line Item Number for charge:

Department: _____

Funding Source /Acct. Number: _____

VP/Cabinet member approval _____

Comments:

