HUMAN RESOURCE POLICY

Position Search Requisition					
Reference Number	Board Approval	Effective Date	Page		
13.00 Forms	10/2006	08/13/2020	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: _____ Proposed Start Date: _____ Ending Date (If applicable): _____ Department Name: _____ Funding Source/Acct. Number: _____ Number of months to be worked per year: 12 11 10 Other: ___40 Other: ___ Number of hours to be worked per week: 30 20 Search Committee (minimum of three): (1)_____ ______(VP or Designee) (Designee) (3) (2) (Designee) Duration of Job Posting 30 Days 60 Days 90Davs **Employment Type:** ☐ Full-time ☐ Temporary ☐ Staff ☐ 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: Approvals: **Note; VP sign on reverse side for advertising budget commitment Date: _____ Chief HR Officer: ____ Controller: **Controller approving funding source/account number VP/CFO: __ Hold __ Approved President: _ Denied President: ____ Position posted by HR: ___ Date: _____

TUSCULUM UNIVERSITY

HUMAN RESOURCE POLICY

Position Search Requisition					
Reference Number	Board Approval	Effective Date	Page		
13.00 Forms	10/2006	07/01/2018	2 of 2		

Part II

Advertising Recommendation

Online Tuesulum Uni	versity HR website			
Omme, Tusculum Om	versity in website			
The Chronicle	Higher Ed	Inside Higher E	d	Other
Formal Block Ad with	h Logo	Approx. Cost		
Line Ad		Approx. Cost		
Newspaper	Print and Online	Print Only	Online C	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 Senti	inel Dates		Approx. Cost	
Chattanooga Times	Dates		Approx. Cost	
Other	Dates		Approx. Cost	
Attach ad copy and e p.m. on Thursday for t	-mail final draft to <u>hr@</u> the weekend issues.	©tusculum.edu. Ad co	py must be subr	nitted by 2:00
-	& Line Item Number fo	or charge:		
_		_		
Funding Sour	ce /Acct. Number:			_
VP/Cabinet member	approval			
Comments:				

Original to Human Resources Department

Print Form

Reset Form

Revised: 08/12/2020