**[ ]  Faculty Position (complete section 1) Date:**

**[ ]  Staff Position (complete section 2)**

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| **Section 1 FACULTY POSITION (To be completed for Faculty vacancies)** |
| Position Number:      | Department/Position Title:       | Starting Date:       |
| Banner Number:      | Proposed Annual Salary: $      | Salary Range: From: $      To: $      |
| Tenure Track: [ ]  Yes [ ]  No [ ]  Temporary | Term of Appointment: [ ]  9 mos. [ ]  10 mos. [ ]  10 ½ mos. [ ]  11 mos. [ ]  12 mos. |
| **Section 2 STAFF POSITION (To be completed for Staff vacancies)** |
| Banner Number:       | New Position [ ]  Existing Position [ ] Position Number:       | Exempt Position: [ ]  Yes [ ]  NO | Pay Grade:       |
| Department/Position Title:       | Name of Last Incumbent:       |
| Starting Date:       | [ ]  Part-Time [ ]  Full-Time [ ]  Hourly [ ]  Salaried [ ]  12 Mos. [ ]  9 Mos. |
| Temporary: [ ]  Yes [ ]  No | If Temporary, Start/End Dates |        /       | Hourly Rate: $      | Salary: $      |
| **Section 3** |
| Funding Account #:(Must indicate account numbers and percentage(s) for funding accounts) |       |
| Contact Person & Phone Number for Inquiries: |       |

**SIGNATURES**

|  |  |
| --- | --- |
| Requesting Supervisor(s): | Date:  |
| Unit Head/Dean: | Date: |
| Director of Budgeting & Accounting:(Paperwork will be returned without signature) | Date:  |
| Department V.P./Provost: | Date:  |
| President: | Date:  |
| VP Business & Finance: | Date:  |
| Director Human Resources: | Date:  |

* New position – For classified staff positions: Complete the Position Information Questionnaire (PIQ) Form available in the Human Resources Office prior to this request. For Non-Classified submit a position description this request. Position number is determined by Human Resources.
* Please attach and e-mail to hr@wvstateu.edu a brief description of duties and responsibilities, education and other qualifications desired, which are in-line with the position title specifications for the advertisement. Director of Budget & Accounting signature verifies accuracy of funding accounts and availability of funds.
* Waiving a Search (Upper administrative positions only) – Justification memo must be attached. Check this box. [ ]

**NEWSPAPER/JOURNALS WHERE ADVERTISEMENT SHOULD APPEAR:**

**[ ]** Campus Posting [ ]  Charleston Newspaper [ ]  Chronicle of Higher Education (online) [ ]  Other

**Other: List name and address of each newspaper / journal along with the F.E.I.N. number (available from the Office of Fiscal Affairs). Please list in order of priority as funds are limited. All vendors must be registered with the State of West Virginia to do business.**

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| Vendor |       |
| Address |       |
| F.E.I.N. # |       | Fax Number |       |

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**NOTE: All Non-Exempt positions must be advertised on campus prior to advertising to the public**

**Revised: March 2016**