

POSITION REQUISITION FORM - UNCLASSIFIED

Exemption: Adjunct Appointments



GENERAL INFORMATION

Action		Previous Incumbent <i>(If applicable)</i>	
<input type="checkbox"/> New Position <input type="checkbox"/> Existing Position <input type="checkbox"/> Range Reassignment			
Division	College/School	Dept/Program	
Position Title <i>(Non-instructional only)</i>	Position Number	Proposed FTE	Proposed Start Date
Cost Center	New funds requested?		
<input type="checkbox"/> General Fund <input type="checkbox"/> Non-General Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No		

TYPE OF POSITION

Barg Unit/Plan	Proposed Appointment Type	Proposed Rank(s)		
Faculty (IFO)	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Externally Funded	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Instructor		
Coach - (IFO)	Fixed Term for: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> _____ years	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Instructor		
Barg Unit/Plan	Proposed Appointment Type	Appointment Title	Range	Proposed Appointment Period
MSUAASF*	<input type="checkbox"/> Probationary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Ext. Funded	<input type="checkbox"/> Acting <input type="checkbox"/> Interim		<input type="checkbox"/> 12 Month (261 Work Days) <input type="checkbox"/> Other (____ Work Days)
MnSCU Administrators*	<input type="checkbox"/> At Will	<input type="checkbox"/> Acting <input type="checkbox"/> Interim		<input type="checkbox"/> 12 Month (261 Work Days) <input type="checkbox"/> Other (____ Work Days)

*Must attach current PD, PAQ & Organizational Chart

JUSTIFICATION/EXPLANATION FOR CREATING / FILLING

RECRUITMENT/SELECTION PROCESS *(Not required for range reassignments)*

Type of search	Search Begin Date
<input type="checkbox"/> Regular Search <input type="checkbox"/> Search Waiver <i>(Attach to PRF)</i>	

REQUESTING SIGNATURES

Department Chairperson/Director	Date
College/School Dean	Date

BUDGET & VICE PRESIDENT APPROVAL

Budget Officer	Date
President or Division Vice President	Date

AFFIRMATIVE ACTION & HR APPROVAL

(Not required for range reassignments)

Director of Equal Opportunity & Title IX	Date
Director of Human Resources	Date