

July 2013

4.103:01 Position Funding Authorization/ Authorization to Recruit Form

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Recommended Citation

"4.103:01 Position Funding Authorization/Authorization to Recruit Form" (2013). *999.x Policy Forms*. Paper 48.
http://aura.antioch.edu/policy_forms/48

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Position Funding Authorization Form

No recruitment may begin, position/vacancy announcements made, or commitments for upgrades/increases to current employees granted prior to receiving all approvals.

Position Information:

Position Title: Department: BUDGET ACCT #: - - -

This position will be: Full Time 100% Part Time % Temporary % From To

Reason for Action:

Created by Promotion of Resignation/Dismissal of Transfer of Other

Position Details:

Recommend New or Changes (Basic job description must be prepared and attached.) No changes in duties or responsibilities Funded in Budget? YES NO

Classification: Additional Budget Expense: YES

Adjunct Faculty: For multiple hires, attached spread sheet with headcount, courses and total budget expense: Affiliate Faculty

Faculty Administrative Non-FWSP Student Staff/Hourly Administrative Associate Part-time

Starting Rate or Range \$ per Hour Year

Previous Rate \$ per Hour Year

Approvals Required

Hiring Manager / Supervisor / Dept Head Print Name Date

Regional CFO Print Name Date

Provost or Designee Print Name Date

Human Resources Print Name Date

University Admin (if applicable) Print Name Date

A copy of the approved form will be returned to originator.