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July 2013

### 4.103:01 Position Funding Authorization/Authorization to Recruit Form

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#### Recommended Citation

(2013). 4.103:01 Position Funding Authorization/Authorization to Recruit Form. [https://aura.antioch.edu/policy\\_forms/48](https://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 for all non-faculty positions.) 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

Provost or Designee Print Name Date

VCAA / CHANCELLOR Print Name Date

FIINANCE Print Name Date

HUMAN RESOURCES Print Name Date

HR maintains the original, a copy of the approved form will be returned to originator.