

PERSONNEL REQUISITION

TO:			
(Vice President/I	Provost)		
FROM:		DATE:	
(Department Cha	nirperson / Director)		
REQUEST FOR:			
Title:		Department:	
Employment Status Faculty Professional Para-Professional Classified Federal Benefits	Regular Full-Time Full-Time Full-Time Full-Time Full-Time Yes	☐ Temporary ☐ Part-Time ☐ Part-Time ☐ Part-Time ☐ Part-Time ☐ Part-Time ☐ Part-Time ☐ No	
Recommended Salary Ran	ge		
Salary Account No			
Starting Date		Months Per Year	
Working Hours/Days			
New Position	Replacement for		
JUSTIFICATION:			
APPROVED BY:			
Dean	Date	Vice President/Provost	Date
RECOMMENDED SALAR	Y RANGE:		
COMMENTS :			
APPROVED BY:	oin Satterwhite, President		
Rob	oin Satterwhite, President		Date