Southwestern University Request to Fill a Position

Please complete all sections and forward to your department head for signature.

Today's Date:				
Section A: Action Type:		Section B: Position Description:		
Fill Currently Budgeted Position: Faculty Staff Department:		Job Title: (Job description required if title is changed from current title) Salary Account Number:		
				Current Position Title:
Departing Employee:		Position Classification:	: ☐ Exempt ☐ Non-Exempt	
Employee to be Promoted/Transferred:		Check One:	☐ FT Regular ☐ PT Regular	
Fill New Position: (attach job description)	tu. Stoff	FTF0/. 🗖 4000/. 🗖	☐ FT Temp ☐ PT Temp	
	ty Staff	FTE%: ☐ 100% ☐	_	
Start Date: End Date:		Work Schedule (if not	Work Schedule (if not full-time, year-round)	
Actual start date will be contingent upon the completion	of a Background Che	ck.		
Section C: Comments:				
Section D: Recruiting/Advertising Options:				
All faculty and staff job announcements are aut				
www.southwestern.edu/hr. Hiring managers m		n professional association's	free on-line list-serves after ad	
has been finalized and approved by Human Re	sources.			
Local Publications:				
☐ Austin American Statesman (Monster)	☐ Williamson Co	ounty Sun	☐ Other - Specify below	
Special Advertising Instructions:				
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Section E: Administrative Approvals:				
···		For Human Resources and Budget Officer Use Only:		
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Account Manager / Department Head / Department Chair	Date	Salary Range - Exempt:		
Account Manager / Department Flead / Department Chair	Date	Usunhi Calami Barana Man Francis		
		Hourly Salary Range - No	n-Exempt:	
Dean of Faculty	Date	Position Comments:	Position Comments:	
		1 Osition Comments.	_	
Vice President of Division	Date			
			_	
Associate Vice President for Human Resources	Date			
	I	Candidate Selected:		
Financial Planning/Analysis Manager	Date	Hired at annual / hourly ar	mount: \$	
i manolar i laniling/Anarysis Manayet	Date	Hire Date:		
		THIE Date.		
Vice President for Finance and Administration	Date L			