



# SAVANNAH STATE UNIVERSITY

## Position Request & Approval Form FACULTY & MAJOR ADMINISTRATORS

Search No. (Same as Applicant Clearing House No.) \_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_

Rank and Title of Position \_\_\_\_\_

Tenure

Tenure Track

Non-Tenure Track

Temporary

Part-Time

Check if new position

Annual or Academic Salary or Range: \_\_\_\_\_

Budget Page & Position No. or Person Replaced: \_\_\_\_\_

Contract Period: \_\_\_\_\_  Academic  Fiscal Year  Other

Discipline: \_\_\_\_\_

Required Qualifications: Degree \_\_\_\_\_ Experience \_\_\_\_\_

Other: \_\_\_\_\_

Preferred Qualifications: Degree \_\_\_\_\_ Experience \_\_\_\_\_

Other: \_\_\_\_\_

Special Requirements used in screening: \_\_\_\_\_

Application Deadline \_\_\_\_\_ Position Starting Date \_\_\_\_\_

Search Committee Chairpersons Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

### Approvals:

Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

Vice President: \_\_\_\_\_ Date \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date \_\_\_\_\_

*Please Clear All Advertisements with Human Resources/Attach a Copy of Job Description*