

GEORGIA SOUTHWESTERN STATE UNIVERSITY

Request to Fill Position Vacancy

Full-time Part-time Temporary

Request is hereby made to fill the vacant position:

Department:

Requested Salary Rate or Range:

/Source of Funding:

Position Justification (Specifically address critical impacts associated with hiring delay and why the position is "mission critical").

List below publications in which the ad should appear:

Please attach a draft of the ad to be published. When writing the ad, please consider cost.

BUDGET INFORMATION

Exiting Employee:

Annual Salary Rate: \$

Current Position Title:

of years at GSW:

Is the vacant position to be refilled as a reclassification: Yes No

Submitted by: _____
Department Supervisor or Dean

Date

_____ Approved (If so, annual rate or range): \$ _____

_____ Not Approved for the following reason: _____

President

Date

Vice President for AA and/or Student Life (If applicable)

Date

Vice President for Business and Finance

Date

Director of Human Resources

Date