

The University of North Carolina at Pembroke

Vacant Position Request to Begin Recruitment

Authorization is required prior to beginning recruitment for a position. A completed form must be attached to the Online Employment System Requisition (OES) under documents.

Submitted by: _____ **Title:** _____ **Date:** _____

Position Information: (Please review existing position description and assess business need of department.)

Department: _____ **Division:** _____

Prior Employee in position? _____

Position Type: (check one) **EHRA Faculty** **EHRA Non-Faculty** **SHRA Staff**

Position Number: (example 00###) _____ **Fund Number for Vacant Position:** _____

Title/Rank of Existing Position: _____ **Title/Rank of Position (if changing):** _____

Current Number of Faculty/Staff in Department _____

Budget Amount Available? (List current base salary) _____

Budget Request: _____

Explain how this position impacts the department and/or divisional ability to achieve its strategic goals?

Please provide five-year data on enrollment including current year in major/program (attached if needed):

Approvals:

Vice Chancellor: _____ **Date:** _____

Dean: _____ **Date:** _____