

POSITION OPPORTUNITY ADVERTISING REQUEST

For Recruitment of Faculty Only

Attach a separate ad copy for each advertisement.

TO BE COMPLETED BY SEARCH COMMITTEE		
Department Name:		Department Number:
Position Advertised:		
Publication/Website (URL)		Estimated Cost
		Total
** Attach ad copy for each publication.		

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR	
Comments:	
Search Committee Chair Signature:	Date:

TO BE COMPLETED BY DEAN	
Comments:	
Dean Signature:	Date:

TO BE COMPLETED BY AVP FACULTY AFFAIRS	
Comments:	
AVP Faculty Affairs Signature:	Date:

INFORMATION ABOUT THE USE OF THIS FORM

Submit this form with the Endorsement for Position Opportunity Announcement form to place recruitment advertising.
 All positions are posted to: SSU, CSU, HigherEdJobs.com, Diversity in Higher Education, Chronical of Higher Education, and HERC (*Higher Education Recruitment Consortium*) websites.
 Additional advertising is placed and paid for by the department.

COMPLETE FIELDS AS FOLLOWS

Department Name	Name of hiring department.
Department Number	4 digit number of department as it is stated in PeopleSoft.
Position Advertised	Should match name of recruitment.
Publication/Website	Name or URL of website or publication you would like your position posted to.
Estimated Cost	Estimated cost of posting the position to the corresponding publication/website.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)