IUP RESEARCH INSTITUTE POSITION VACANCY: REQUEST TO FILL

Position Title (proposed) (If existing position, please provide incumbent’s full name):

Department/Project:

Funding Source (if existing sponsored project, provide log # and PI):

Part-time/Full-time: (If part-time provide number of hours per week)

If Limited Term (grant funded, etc), list employment dates:

Immediate Supervisor:

Justification for position:

Proposed Job Description: (Attach separate sheet if necessary)

Requested Search Committee Members (minimum of 3):
(If requesting a waiver or modification of this search process, provide explanation and justification on separate sheet)
Proposed Salary Range:

Submitted by: ________________________________
(Please Print)

For Human Resources use only:
Received on: ________________________________
Approved by: ________________________________
Status: Posted _____ Interview _____ Filled date: _____
Failed Search: _____