



### Request to Advertise Vacancy

(Use one form per position.)

Use this form when needing to fill a position. Please complete the form in detail, attach a draft job description with proposed qualifications and duties, and route for appropriate signatures. Human Resources will begin recruiting upon receipt of the signed form and proposed job description.

Department: Health Sciences

Job title of vacancy: Nursing Instructor

Position needed by 1-2-2013 (date)

Specifications (place a check mark by the appropriate item):

Full time  Proposed Salary Schedule (check only one option):  
B \_\_\_ C1 \_\_\_ C2 \_\_\_ C3 \_\_\_ D  E1 \_\_\_ E2 \_\_\_ E3 \_\_\_ E4 \_\_\_ E5 \_\_\_

Part time  Number of hours per week: \_\_\_\_\_  
Anticipated schedule (Mon-Thurs, 5:00-9:00 pm, etc.): \_\_\_\_\_

Other special considerations: FT nursing faculty needed to accommodate ↑ in nursing enrollment & to provide for division of programs (PNVADN)

Proposed pay rate: \$ \_\_\_\_\_ per \_\_\_\_\_

Funding source: 1-01-1090-501

Verified by: B. Kelly Chief Financial Officer (Signature) 9/24/12 Date

Requested by: [Signature] Department Chair or Director (Signature) 8/27/12 Date

Approved by: [Signature] Dean (Signature) 8/30/12 Date

[Signature] Vice President/Dean of the College (Signature) 8/31/2012 Date

[Signature] President (Signature) 09-04-12 Date

Submit this request form and a proposed job description to the Human Resources office for processing.

