Advertising Contingency Approval Form for Academic/Administrative Positions

ONE FORM MUST BE PREPARED FOR EACH POSITION TO BE ADVERTISED. When contingency advertising has been approved, a copy of this form will be returned to the originating department, the Dean or Director, and the Office of Equal Opportunity & Access. If the position is not approved for advertising, the dean/director will be notified. Contingency approval to advertise does not carry authorization to interview. The interview process is not to begin until all signatures on the Request to Fill/Refill form have been secured and the funding source has been verified by the Budget Office.

Please print or type information.

Fiscal Year: __________________________

Title/Rank: ____________________________

Department/Office Name: ____________________________

Budget Department Number: ____________________________

Proposed Start Date: ____________________________

Proposed End Date: ____________________________

Number of Months: ____________________________

How many months position is this on a FY basis: ____________________________

% Appointment: ____________________________

Anticipated Full-Time Equivalent (FTE) Monthly Salary: ____________________________

This Position Will Be: Rehire _________ New _________

Replacement (Enter terminating employees name): ____________________________

Permanent _________ Temporary _________

Full-Time _________ Part-time (%) _________

Submitted by: ____________________________ Date: ____________

(Appointment Required): ____________________________

Approved by: ____________________________ Date: ____________

(Appointment of Dean/Director Required): ____________________________

Advertising Contingency Approval

Approved _________ Not Approved __________

Vice President
Signature Required ____________________________ Date: ____________

The job description and the plan for distributing the position must be submitted with this form. Please submit this completed form with signatures to the Office of Equal Opportunity & Access in Sherman Hall 203. If further assistance is needed, please contact the Office of Equal Opportunity & Access at 309/298-1977.