Academic Hiring: Requisition and Position Description

Follow your college or administrative unit’s procedures for the completion and routing of this form. Detailed instructions for completing and submitting this form can be found online at http://www.umn.edu/ohr/employment/supervisors.html

Department

Department
ID

Department
Name

Division/
Program Name

Recruitment Scope (Hint: to select a box below, double click on the box and then choose “checked”)

<table>
<thead>
<tr>
<th>Scope of Search</th>
<th>National</th>
<th>Regional/Local</th>
<th>University</th>
<th>Unit</th>
<th>No recruiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of no search strategy requested (if no recruiting)</td>
<td>Spousal/Partner</td>
<td>Exceptional</td>
<td>Emergency (for President’s use only)</td>
<td>Current Employee hired to new or vacant position</td>
<td>Current Academic Employee with non-renewal notice hired to vacant position</td>
</tr>
</tbody>
</table>

Type of Position

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Classification Title (one per line)</th>
<th>Appointment Term</th>
<th>Type</th>
<th>% Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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</tbody>
</table>

Working Title (optional)

Questions About This Form and Communications About This Position Should be Directed to:

Empl ID

Name

Phone

Position Description Detail

<table>
<thead>
<tr>
<th>Number of Positions:</th>
<th>Expected Hire Salary</th>
<th>Application Deadline (month/day/year)</th>
<th>Anticipated Start Date</th>
</tr>
</thead>
</table>

Search Consultation and Approvals

- [ ] Consultation with Unit EOAA Liaison
  - Date

- [ ] Consultation with Unit HR Administrator
  - Date

- [ ] Approved/Consultation Department Head/Chair
  - Date

- [ ] Approved/Consultation Dean/Administrative Officer
  - Date

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Position Description
(The following information must also be e-mailed to acadjobs@ohr.umn.edu if submitting this form via mail or fax. Detailed instructions for submitting this form can be found online at http://www.umn.edu/ohr/employment/supervisors.html)

Program/Unit Description (optional)

Duties and Responsibilities (required)

Required and Preferred Qualifications (required)

Application Instructions (required)