

ALABAMA STATE UNIVERSITY

OFFICE OF HUMAN RESOURCES



**REQUEST TO FILL VACANCY FORM**

Complete this form, the Critical Position Hiring Rubric (positons funded by General Fund only) attach current job description, and submit as a packet to your immediate supervisor for review and approval. \*\*Note, an incomplete form, or missing requirements will result in a delay or decline of your request.

**Part I. POSITION**

- 1. Position title: \_\_\_\_\_ Classification: Staff ( ) Faculty ( )
2. New position: ( ) or Replacement ( ) Former employee's name \_\_\_\_\_
3. Department/College/Administrative Unit: \_\_\_\_\_
4. Position Type: Full-time ( ) Part-time ( ) Other: \_\_\_\_\_ Number of vacancies: \_\_\_\_\_
5. Funding Acct. number: (Do not include object code)
a. \_\_\_\_\_ - % \_\_\_\_\_; b. \_\_\_\_\_ - % \_\_\_\_\_; c. \_\_\_\_\_ - % \_\_\_\_\_
6. Source of funding: General Fund ( ) Grants ( ) Title III ( ) Federal Funds ( ) Other \_\_\_\_\_
7. Salary Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ If part-time, Hourly Rate: \$ \_\_\_\_\_
8. Number of days you wish to have announcement posted \_\_\_\_\_.
All job announcements must be posted a minimum of 7 days, and must not exceed the fiscal year in which budgeted.

Current job description and Critical Position Hiring Rubric must be attached to this form before routing for approval.

- 9. Hiring Manager's Name: \_\_\_\_\_ email address: \_\_\_\_\_ phone#: \_\_\_\_\_
10. Department/Division Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_
11. Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_
12. Area Vice President: \_\_\_\_\_ Date: \_\_\_\_\_
Provost
Chief of Staff
Director of Intercollegiate Athletics

**Part. II AUTHORIZATION**

- 13. Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_
14. Vice President for Business and Finance: \_\_\_\_\_ Date: \_\_\_\_\_
15. Grants, Title III, Federal Funds: \_\_\_\_\_ Date: \_\_\_\_\_
16. University President: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT THIS FORM TO THE OFFICE HUMAN RESOURCES AFTER ALL SIGNATURES ARE AFFIXED AND REQUIRED DOCUMENTS ARE ATTACHED.

EFFECTIVE July 1, 2021 all other versions of this form are obsolete, no longer accepted, and will be returned to the originator.