BOWIE STATE UNIVERSITY
Request to Hire Regular Faculty and Staff

SECTION I  IDENTIFYING INFORMATION

- Faculty
- Staff

Position Title: __________________________________________________________

PIN#: ___________________________  Salary Range: ___________________________

Department ID: ___________________________  FY Budget Amount: _____________________

Former Incumbent: ___________________________  Employee ID #: _______________________

Target Date of Hire: ___________________________  Campus Phone No.: _______________________

SECTION II  SEARCH COMMITTEE

Does this position require a Search Committee?  Yes  No  (see back) If yes, please give name of

Committee Chairperson: ___________________________  Title: ___________________________

SECTION III  ADVERTISING REQUESTS

Advertising should include:

- On Campus
- Off Campus (USM, State & Local Referral Sources)
- Publications (Please indicate which)
- Other Sources

Please attach a job description using the Job Description Template.

Contact person for interviews: ___________________________  Telephone Ext. _______________________

SECTION IV  AUTHORIZED SIGNATURES (2 DAYS PER SIGNATURE)

1. Dept. Head/Chairperson & Dean  Date
2. Area Vice President  Date
3. Grants Accounting, if applicable  Date
4. Grants Compliance, if applicable  Date
5. University Budget Office  Date
6. Vice President of Administration and Finance  Date
7. President  Date
8. Senior Director of Human Resources  Date

HR Use Only

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Instructions

SECTION I  Identifying Information
- Hiring Manager will identify needs, complete all sections and forward to signatories.

SECTION II  Search Committee
- Search Committees are required for Director and above positions.
- HR will give support to the Hiring Manager in coordinating the search committee once the position is posted.
- Supervisor will identify Search Committee Chair, if applicable.

SECTION III  Advertising Requests
- If applicable, Hiring Manager will identify advertising resources.
- Outside advertisements will be charged back to the hiring department.

SECTION IV  Signatures
- All signatories are numbered in the order of operation/flow.
- Each receiving office will date stamp the requisition, authorize within 2 days, and forward to the next office in a sealed envelope stamped confidential.
- If the process flow is interrupted, the holder of the requisition must contact the originator (Signatory #1) for status and/or resolution.