

BOWIE STATE UNIVERSITY

Request to Hire Regular Faculty and Staff

| HR Use Only | |
|-------------|--|
| Category | |
| Title Code | |
| Range/Grade | |

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 | 5. University Budget Office |
| Date | Date |
| 2. Area Vice President | 6. Vice President of Administration and Finance |
| Date | Date |
| 3. Grants Accounting, if applicable | 7. President |
| Date | Date |
| 4. Grants Compliance, if applicable | 8. Senior Director of Human Resources |
| Date | Date |

Instructions

SECTION I Identifying Information


Completed
by
Hiring Mgr



- Hiring Manager will identify needs, complete all sections and forward to signatories.

SECTION II Search Committee

HR will
give
support to
the Hiring
Mgr, if
applicable



- 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

Each
Signatory
will date
stamp the
Requisition
upon
receipt and
forward
through
interoffice
mail within
2 days

- 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.