

**COLUMBUS STATE UNIVERSITY  
FACULTY/STAFF EMPLOYMENT REQUISITION**

Current Position Title: \_\_\_\_\_ Division/Department: \_\_\_\_\_

**Nature of Vacancy:**  
 Establish and Fill a New Position (attach a new job description)  
 Fill a Current Position (attach a job announcement or job description)  
 Request Temporary Assistance (Staffing Agency)

Replacement For: \_\_\_\_\_  
 Separation Date: \_\_\_\_\_

**Posting Information:**  
 Internal posting within the institution (minimum of 5-business days).  
 Internal posting within the department (minimum of 5-business days).  
 External posting outside the institution (minimum of 10-business days).

**Person Authorized to Interview:**  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Advertisement Requests:** Position description or recommended ad copy must be attached. Staff positions are normally advertised in the CSU Website, CSU Job Line, and the Columbus Ledger-Enquirer. Faculty positions are normally advertised in the CSU Website, Chronicle of Higher Education and HigherEdJobs.com. Please indicate additional online or periodical requests (requests may be limited based on associated costs):

Periodical(s): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**(For CSU Website Only)**  
 Desired Opening Date: \_\_\_\_\_ Desired Closing Date: \_\_\_\_\_

Faculty  Full-time  Part-time \_\_\_\_\_%FTE or \_\_\_\_\_Hours/Weekly  
 Professional/Administrative (Monthly)  Regular  Temporary – Employment Ending Date \_\_\_\_\_  
 Staff (Bi-Weekly)

**Establishment of New Position Information:**

Requested Position Title: \_\_\_\_\_  
 Requested Salary Range: \$ \_\_\_\_\_ Per  Hour  Month  Year

Current Salary Range: \$ \_\_\_\_\_ Per  Hour  Month  Year

Source of Funds:  State Appropriated Funds for Fiscal Year: \_\_\_\_\_  
 Outside Funding Agency Name and Funding Dates: \_\_\_\_\_

Department	Fund	Account Code	Program	Class	Project <small>(Grant Funded Positions Only)</small>

**Human Resources approval is required for all new classification titles and all salary ranges prior to advertising the position.**

**Human Resources Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Justification Statement: Critical impacts associated with hiring delay (program and potential loss of federal/other funding). Please add supplemental page for more information.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature – Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Signature – Provost/Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
 (Required for Academic Affairs positions)

Signature – Vice President/Dean as appropriate \_\_\_\_\_ Date \_\_\_\_\_  
 (Required for new positions)

**HR USE ONLY**

**POSITION NUMBER:**

**JOB CODE:**