

NOTIFICATION OF POSITION VACANCY

Department: _____

Position: _____

Type of hire (Tax-Levy/Grant): _____

Person being replaced: _____

(Please indicate here if new hire)

Anticipated start date: _____

MEMBERS OF THE SEARCH COMMITTEE AND THE DESIGNATED CHAIRPERSON:
(Three persons minimum)

NAME	DEPT.	DIVISION	ETHNICITY	SEX
1. (Chair)				
2.				
3.				
4.				
5.				
6.				
7.				

STAFF PERSON ASSISTING SEARCH COMMITTEE:

Name: _____

Department: _____

Phone Number: _____

Type of Search anticipated: Regional ___ National ___

VP/Dean's Signature: _____

Title: _____

Date: _____

Note: This form should be submitted as soon as possible.