

EAST CENTRAL UNIVERSITY

Employment Request Form

New Position: No Yes If Yes, attach job description.

Replacement for: _____ Department: _____

Current Title/Rank: _____ *Requested Title Change: _____

Application Deadline Date (if any): _____ Beginning Date of Employment: _____

Salary Range \$ _____ to \$ _____

Check One:

Regular Full-time (.75 - 1.0)

Temporary Full-time (.75 - 1.0)

Regular Part-time

Temporary Part-time

Technical/Paraprofessional

Check One:

Faculty

Professional

Support/Non-classified

Graduate Assistant

Check One:

Full-time = 1.00 FTE (40 hrs/wk)

¾ time = 0.75 FTE (29½ hrs/wk)

½ time = 0.50 FTE (20 hrs/wk)

***If this employment request includes a change(s), such as title or job duties, justification and the current and updated job description in standard university format must accompany the request. All new positions must be authorized by the President.**

Form Prepared By: _____ Date: _____

NOTE: Department must complete position information and advertising sections on back of form.

(1) _____
Department Head or Supervisor

Date

(2) _____
Dean

Date

(3) _____
Vice President

Date

(4) _____
President

Date

POSITION INFORMATION/DATA
(Skills and Education Must Match Job Description)

Skills Required: _____

Skills Desired: _____

Educational Qualifications Required: _____

Educational Qualifications Desired: _____

Justification for Position: _____

ADVERTISING

Employment Services Office maintains clerical/secretarial, service/maintenance and police officer applicant pools that should be reviewed prior to advertisements.

Attach a copy of the announcement that will publicize vacancy. Preferred advertising for the position will be as follows:

Local *Ada Evening News* _____

PO No. or Pro Card Info. _____

Other _____

PO No. or Pro Card Info. _____

State *Daily Oklahoman* _____

PO No. or Pro Card Info. _____

National *Higheredjobs.com* _____

Chronicle of Higher Education _____

PO No. or Pro Card Info. _____

Website(s) *ECU* _____

Other _____

Other(s) _____

Note: Publishers require advance notice that varies from 2 to 7 days for newspaper ads or 1 to 2 months for professional publication ads.

Please attach copy of ad with this form.

Name of search committee chair: _____