

NOTICE OF POSITION VACANCY - FACULTY

DRAKE UNIVERSITY

Page 1 of 2

Position Rank: _____ Date _____

Position Control #: (if applicable) _____ College: _____

Department: _____ Location: _____

Date Position Availat: _____ Number of College Vacancies: _____

New Position Replacement (last incumbent): _____

Appointment Terms: Regular: _____ (identify: 9 mo, 12 mo, other)

Full Time (Y/N) Visiting: One semester only (specify) _____

Tenure Track One year only (begin) _____ (end) _____

Non-tenure Track More than one year (identify): _____

Position Review

1 Can the position be filled by a non-tenure track appointment? _____

2 Justification (if more than one year appointment): _____

3 Will this position require start-up costs? Yes No

If yes, what are estimated costs? (attach a detailed explanation on a separate sheet of paper if necessary): _____

4 Budgeted Funds: \$ _____

(Dean's Signature)

5 Fund Source: _____ Proposed Salary Range: _____

University Operating Budget Account #: _____ %

Other: _____ %

If position must be offered at more than budgeted funds, how will position be permanently offered? _____

(Account/Source)

Describe your recruitment plan including where ads are to be placed:(enclose copies of ads and/or flyers for approval). All faculty tenure/track positions must be recruited nationally.

Qualifications: (Job related criteria used to narrow pool of qualified candidates; selected candidate must have these qualifications) _____

Materials to submit for application (vitae, letters of reference, portfolio): _____

Person to contact regarding vacancy:

Application Deadline: _____

Search Chair: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Please send the electronic job description for this position via email attachment to laura.schwarz@drake.edu and marlene.heuertz@drake.edu in Human Resources.

<p>For Business & Finance Max. Budget \$ Remaining: _____ Fiscal Year: _____</p>
<p>For Provost Notification Approved for: <input type="checkbox"/> Internal Posting <input type="checkbox"/> Internal & External Recruitment</p>
<p>For Human Resources Use Date Filled: _____ Individual Hired: _____</p>

Approved by (In this order):

 Dean Date

 Budget Director, Business & Finance Date

 Provost Date

 Vice Provost, Human Resources Date