

Request to Fill a Vacancy Form - FACULTY Rev. 02/12/2021

Date:

Position Information

Position Title:

Incumbent:

Department:

Requested Start Date:

Job Advertisement

The Job Ad must be reviewed and/or updated and attached to this form, then sent to the Provost's Office for approval; it will then be submitted to Human Resources (HR). All positions are subject to review for salary and FLSA status.

If the position is new, the Provost will work with the VPFA & HR to determine the salary and FLSA status.

Please see the Faculty Manual and accompanying Job Ad for minimum qualifications (required formal education, experience, licensure/certifications, training, etc.).

Position Information

New

Replacement Position

Modified

Tenure Track

Visiting, Non-Tenure Track

Professor of Practice

Proposed Salary Range:

to

To be completed by Provost's Office

GL Account # to be paid from:

To be completed by Provost's Office

Distinguishing Characteristics (special hours required, working environment, travel, etc.):

Minimum Qualifications

Education:

Other (specify):

Experience:

Other (specify):

Technical Skills:

Microsoft Office

Other (specify):

Special Training and/or Certifications:

Recruitment & Search Plan

All positions will be posted to Higher Ed Jobs, the Wittenberg HR employment opportunities page, and Wittenberg's LinkedIn page. Please indicate below the discipline-specific job boards where you would like to advertise the position, **and** if anyone from the department/university has membership to the board or its related association. Give consideration to the University's commitment to diversity and how to reach minority candidates in your recruitment efforts. In addition, professional and/or personal contacts can be a great resource for potential candidates.

Please list the names of Faculty and/or Staff serving on the Search Committee. Members will be added to Interview Exchange and will have access to all applicant materials.

Department Chair Responsibilities

Effective employment planning is a shared responsibility between Hiring Supervisors/Department Chairs, institutional leadership, and Human Resources. Each individual/area has specific obligations for ensuring a well-organized, accountable employment process.

Department Chairs/Hiring supervisors will:

- First consider the opportunity to restructure or redefine the job, the opportunity for job enrichment of other staff, and the necessity of hiring a full-time, part-time, or temporary employee.
- Understand and follow all of the university's policies on recruiting and selecting employees.
- Conduct the employment search in a thoughtful, timely manner.

Human Resources will:

- Ensure compliance with federal laws, regulations, university policies, and procedures.
- Coordinate and approve salary with the Budget Office and appropriate area VP.
- Confirm and approve start date, work hours, and employment status prior to extending an employment offer.

An offer of employment cannot be made without approval from the area VP/Provost, Budget Office, VP Finance & Administration, Director of Human Resources, and President. The President gives final authorization on all faculty appointments.

Agreements & Approvals

Following completion of this form, please sign the Hiring Supervisor/Department Chair signature line then email to the Executive Assistant in the Provost's Office for electronic signatures of the appropriate individuals. Contact Human Resources at x7517 or hure-mail@wittenberg.edu with questions.

Agreement of Hiring Supervisor
or Department Chair:

Signature _____ Date _____

Approval of Provost:

Signature _____ Date _____

Approval of Budget Office:

Signature _____ Date _____

Approval of VP Finance & Admin:

Signature _____ Date _____

Approval of President:

Signature _____ Date _____

Approval of Director of HR:

Signature _____ Date _____