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| **Request to Recruit** |  | UNIT NAME: |  |
| CONTACT NAME: |  |
| The **Request To Recruit** is used for authorization to fill a vacant position or to create a new position. Upon completion, please obtain appropriate approval signatures. Signed forms can be submitted for processing electronically to rbchr@rbc.edu, via fax at 862-6439, or in person (CSA Building, Room 202). | E-MAIL: |  |
|  | TELEPHONE: |  |
|  |  |  |
| Position Type:[ ]  Wage [ ]  Classified [ ]  Adjunct[ ]  T&R Faculty [ ]  Administrative Faculty | **New Position:**[ ]  Yes [ ]  No If “No” - name of former incumbent:  |
| Working Title:  | Rate of Pay:  | Anticipated Start Date:  | Number of Openings:  |
| ATTACH POSITION DESCRIPTION OR COMPLETE FIELDS BELOW: SEE ATTACHEDDuties     Required Qualifications *

Preferred Qualifications*

Required Documents      |
| Additional Information:       |
| Hiring Committee - *In an effort to support diversity and inclusive excellence in RBC hiring processes, the committee must include at least one male, one female, and one minority.** Search Chair –
* Committee Members –
 |
| **Funding Information**  |
| Budget Code/Cost/Fund/Sub-Program:  | Percentage: 100% |
|  |
| INITIATOR - PRINT NAME |  | INITIATOR - SIGNATURE | DATE |
|  |  |  |
| PROVOST or UNIT HEAD – PRINT NAME | PROVOST or UNIT HEAD – SIGNATURE | DATE |
|  |  |  |
| CHIEF BUSINESS OFFICER - PRINT NAME | CHIEF BUSINESS OFFICER - SIGNATURE | DATE |
| **Paul Edwards** |  |  |
| PRESIDENT’S OFFICE – PRINT NAME | PRESIDENT’S OFFICE - SIGNATURE | DATE |
| **Dr. Debbie L. Sydow (or designee)** |  |  |