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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](mailto: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 ATTACHEDDutiesRequired 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% | | | | | | |
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| 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)** | |  | | | | | |  | |