

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
REQUEST TO ADVERTISE**

Position Information

Position #: _____ Classification Title: _____ Class Code: _____ FTE: _____

Division: _____ Dept/College/School: _____

Dept. #: _____ Position Type: _____

Position Funding: Education & General Auxiliaries Local Funds

Contracts & Grants: Project #: _____ Grant Period: _____

Appointment Duration: 12 months 10 months 9 months Other (Specify): _____

Advertisement Information (An updated copy of the position description must be attached with this request.)

Length of Time to be Advertised: 7 days (Minimum) Other: _____

Advertising in other media: Departments interested in advertising with other media sources (e.g., The Chronicle of Higher Education, etc.), must use the approved announcement by the Office of Human Resources. For immediate assistance with this process, please contact the Office of Human Resources at (850) 599-3611.

| APPROVALS | | | FUNDING APPROVAL | |
|----------------------------------|-----------------------|------|---|------|
| Supervisor Name | Supervisor Position # | Date | Title III(Signature) | Date |
| Dean/Director (Signature) | | Date | Director, Sponsored Research (C&G positions only) (Signature) | Date |
| President/Provost/VP (Signature) | | Date | Director, University Budgets (Signature) | |
| | | | Maximum Hiring Rate \$ | |

DEPARTMENT CONTACT PERSON(S) (This section must be completed.)

| Position Officer: | Interview/Search Committee Members | Interested Party: |
|-----------------------|------------------------------------|-------------------|
| Name: | 1. | 1. |
| Phone Number: | 2. | 2. |
| Email Address: | 3. | 3. |
| | 4. | 4. |
| | 5. | 5. |