**POSITION VACANCY LISTING (PVL)**
(Faculty, Limited, Academic Staff)

<table>
<thead>
<tr>
<th>Date: _____________________________</th>
<th>PVL Number: ________________</th>
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- **N** = New
- **R** = Replacement (Complete → )
- **C** = Conversion (Complete → )
- **A** = Annual
- **C** = Academic Year
- **H** = Hourly
- **L** = Lump

**PVL Type:**
- **G71/G20**
- **R** = Replacement (Complete → )
- **G71/G20**
- **C** = Conversion (Complete → )

**Former Incumbent:** ________________
**Appt. ID:** ________________

**Number of Position(s):** _____
**Pay Basis:**
- **A** = Annual
- **C** = Academic Year
- **H** = Hourly
- **L** = Lump

**Major Division/Dept. Name:** ______________________________________
**Major Div/Dept UDDS:** ________________

**Other Appt/Funding Div/Dept:** ____________________________________
**Div/Dept UDDS:** ________________

**Other Appt/Funding Div/Dept:** ____________________________________
**Div/Dept UDDS:** ________________

**Post on web under major dept only?:**
- **Yes**
- **No**

**Fund/Activity/Account:** ______________________________________
**Appointment Type:**
- **FA** = Faculty
- **LI** = Limited
- **AS** = Academic Staff

**Appointment %:**

**Position Available Date:** ____________________________
**Appointment Deadline Date:** ____________________________

**Full Time Salary Range:** ____________________________
**Salary Qualifier**: ________________

**Show Max on posted PVL?:**
- **Yes**
- **No**

**End Date:** ________________ (If terminal)

**Contact**

**Primary contact Person:** (to be listed on posted PVL)
- **(Name)**
- **(Address)**
- **Phone No.** ________________
- **Fax:** ________________
- **E-mail:** ________________

**Administrative Contact Person:**
- **(Name)**
- **(Address)**
- **Phone No.** ________________
- **Fax:** ________________
- **E-mail:** ________________

**Release phone number to public:**
- **Yes**
- **No**

**Release e-mail to public:**
- **Yes**
- **No**
* See PVL instructions

**REQUIRED QUALIFICATIONS**

**DEGREE AND AREA OF SPECIALIZATION:**

**MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE:**

**LICENSE/CERTIFICATE (if appropriate):**

**DESCRIPTION OF VACANT POSITION**

**PRINCIPAL DUTIES:**

**SUPERVISORY RESPONSIBILITIES**

**HOW MANY FTEs (INCLUDING ACADEMIC STAFF, CLASSIFIED AND STUDENT HELP) WILL THE INCUMBENT SUPERVISE DIRECTLY AND INDIRECTLY (THROUGH SUBORDINATES)?**

**APPROVED BY:**

______________________________________________________________________________

(Principal Investigator/Employer) (Date)

______________________________________________________________________________

(Department Chairperson) (Date)

______________________________________________________________________________

(Dean/Director) (Date)

NOTE: If new position and proposed title are in the Special Assistant, Administrative Officer or Unspecified Director series, please contact APO to determine other information required.

A Recruitment Efforts Plan (REP)* is required for faculty, CHS collateral faculty, and limited or academic staff at the salary figure of Range 8 minimum or above.

A Request for Authorization to Recruit (RAR)* is required when proposed salary exceeds 75% of the President’s current salary.

*Submit these forms, if appropriate, with PVL.