

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

Date: \_\_\_\_\_

for APO's Use  
PVL Number: \_\_\_\_\_

**PVL Type:**  N = New  
 R = Replacement (*Complete* → ) \_\_\_\_\_  
 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:** \_\_\_\_\_  
(school/college/dept)

Other Appt/Funding Div/Dept: \_\_\_\_\_ Div/Dept UDDS: \_\_\_\_\_

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Post on web under major dept only?:  Yes  No

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

**Title Code(s):** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Title Names(s):** \_\_\_\_\_

**Working Title:** \_\_\_\_\_

**Position Available Date:** \_\_\_\_\_ **Application Deadline Date:** \_\_\_\_\_

**Appointment %:** \_\_\_\_\_ **Appointment is:**  R = Renewable  
 T = Terminal (*complete* ↓)

**Full Time Salary Range:** \_\_\_\_\_  
**Salary Qualifier\*:** \_\_\_\_\_ End Date: \_\_\_\_\_ (If terminal)

Show Max on posted PVL?:  Yes  No

.....  
**Contact**

**Primary contact Person:** (to be listed on posted PVL)

**Administrative Contact Person:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

**Phone No.** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

Release phone number to public:  Yes  No

**Fax:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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.*