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

Date: _____________________________

**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: ___________________

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

Title Code(s): _____________, _____________, _____________

Title Name(s): ___________________________________________________________________________________________

Working Title: ____________________________________________________________

Position Available Date: ____________________________  
Application Deadline Date: ____________________________

Appointment %: ____________________________  
Appointment is:  
- R = Renewable  
- T = Terminal *(complete —)*

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

Show Max on posted PVL?:  
- Yes  
- No

**Contact**

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

**Phone No.** ____________  
Release phone number to public:  
- Yes  
- No

**Fax:** __________________________________________________________________

**E-mail:** __________________________________________________________________
Release e-mail to public?  
- Yes  
- No

**Administrative Contact Person:**

- **(Name)**
- **(Address)**

**Phone No.** ____________  
**Fax:** __________________________________________________________________

**E-mail:** __________________________________________________________________

* See PVL instructions 6/99
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 is above the Group 6 maximum.

*Submit these forms, if appropriate, with PVL. 6/99