



# BETHUNE-COOKMAN UNIVERSITY

## Position Posting AND Budget Approval Form

**All requests require President's approval prior to posting**

Staff       Faculty       Adjunct

**New Position**       **Replacement Position**

*Please submit this form for each position posting requested to the Office of Human Resources along with the job description*

Requested by: \_\_\_\_\_

Department/Program Name: \_\_\_\_\_

Budget Account: \_\_\_\_\_

Internal Qualified Candidate: \_\_\_\_\_

Academic School/Sector: \_\_\_\_\_

Semester (*faculty only*): \_\_\_\_\_      Position needs to be advertised:      Yes      No

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

School/Sector: \_\_\_\_\_

Requested Salary Range: \_\_\_\_\_ Hourly \_\_\_\_\_

Annual Posting Start Date: \_\_\_\_\_      Posting End Date: \_\_\_\_\_

Remarks or Special Instructions:

Signature: \_\_\_\_\_      Date: \_\_\_\_\_  
*Department Head, Dean or Department Chair*

Signature: \_\_\_\_\_      Date: \_\_\_\_\_  
*Senior Vice President*

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