# BOWIE STATE UNIVERSITY
## Request to Hire Regular Faculty and Staff

### SECTION I  IDENTIFYING INFORMATION

- **Faculty**
- **Staff**

**Position Title:**

**PIN #:**

**Salary Range:**

**Department ID:**

**FY Budget Amount:**

**Former Incumbent:**

**Employee ID #:**

**Target Date of Hire:**

**Campus Phone No.:**

### SECTION II  SEARCH COMMITTEE

Does this position require a Search Committee? **Yes** [ ] **No** [ ] (see back) If yes, please give name of Committee Chairperson:

**Title:**

### SECTION III  ADVERTISING REQUESTS

Advertising should include:

- [ ] On Campus
- [ ] Off Campus (USM, State & Local Referral Sources)
- [ ] Publications (Please indicate which)
- [ ] Other Sources

Please attach a job description using the Job Description Template.

**Contact person for interviews:**

**Telephone Ext.:**

### SECTION IV  AUTHORIZED SIGNATURES (2 DAYS PER SIGNATURE)

1. **Dept. Head/Chairperson & Dean**
   - **Date:**
   - **University Budget Office**
   - **Date:**
2. **Area Vice President**
   - **Date:**
   - **Vice President of Administration and Finance**
   - **Date:**
3. **Grants Accounting, if applicable**
   - **Date:**
   - **President**
   - **Date:**
4. **Grants Compliance, if applicable**
   - **Date:**
   - **Senior Director of Human Resources**
   - **Date:**

Revised 10/15/08
Instructions

SECTION I  Identifying Information
- Hiring Manager will identify needs, complete all sections and forward to signatories.

SECTION II  Search Committee
- Search Committees are required for Director and above positions.
- HR will give support to the Hiring Manager in coordinating the search committee once the position is posted.
- Supervisor will identify Search Committee Chair, if applicable.

SECTION III  Advertising Requests
- If applicable, Hiring Manager will identify advertising resources.
- Outside advertisements will be charged back to the hiring department.

SECTION IV  Signatures
- All signatories are numbered in the order of operation/flow.
- Each receiving office will date stamp the requisition, **authorize within 2 days**, and forward to the next office in a sealed envelope stamped confidential.
- If the process flow is interrupted, the holder of the requisition must contact the originator (Signatory #1) for status and/or resolution.