

SHORELINE COMMUNITY COLLEGE

Personnel Requisition

FACULTY

POSITION INFORMATION			
Type		Position Title	
<input type="checkbox"/> NEW	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time % _____	
<input type="checkbox"/> REPLACEMENT			
Employment Period	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Temporary	Requested Start Date
<input type="checkbox"/> Academic Year	<input type="checkbox"/> Other F W SP SU	From _____ To _____	

REPLACEMENT INFORMATION (If Applicable)			
Name of Person Being Replaced	<input type="checkbox"/> Resigned	<input type="checkbox"/> Retired	<input type="checkbox"/> Sabbatical
	<input type="checkbox"/> Termination		
Incumbent on leave until _____	<input type="checkbox"/> Other _____		

BUDGET INFORMATION						
Budget/Grant Title	Budget Number(s) and Percentage				Funding End Date	Object/ Sub-object
	APPRP	PROG	ORG	%		
	_____	_____	_____	_____		
	_____	_____	_____	_____		
	_____	_____	_____	_____		

DESCRIBE UNIQUE DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POSITION IN YOUR AREA
<p>(Attach on separate sheet)</p>

SPECIAL SKILLS/EDUCATION/EXPERIENCE SPECIFIC TO THIS POSITION
<p>(Attach on separate sheet)</p>

REQUESTED BY			
Signature	Date	Phone Extension	Division/Department

APPROVAL SIGNATURES			
(1) Division Chair/Director	Date	(4) Vice President for Business	Date
(2) Area Vice President	Date	(5) Vice President for Human Resources	Date
(3) Budget Director	Date	(6) President	Date