

**FAYETTEVILLE STATE UNIVERSITY
FAYETTEVILLE, NC 28301**

FACULTY/STAFF VACANCY REQUISITION

Form OP-0003A

Position Title: _____ Division or Office: _____ Position Number: _____

Vacancy Announcement Information: Permanent _____ Suggested Starting Date: _____
Temporary _____

Desired Opening Date _____ Full-time _____
Desired Closing Date _____ Part-time _____

Replacement For _____ Person Authorized to Interview
Separation Date _____ Name _____
Phone _____

Description of primary duties and responsibilities:

Minimum acceptable education, training, experience and skills:

Sources of Funds – (Budget Subhead Number)

Signature-Office Head Date

Signature-Dept. Chair/Dean Date

Signature-Appropriate Vice Chancellor Date

Signature-Title III Coordinator Date

Signature-Provost & Vice Chancellor Date

Signature-Chancellor (**Only EPA Position**) Date

Signature-Vice Chancellor-Business and Finance Date

Signature-Human Resources Director Date

CLEARANCE

Signature-Budget Officer Date

\$ _____
Budgeted Salary
(Obtain From Budget Office)

Note: For faculty and administrative/management positions, please attach a draft of the advertisement.

REVISED 2/12/03