

TEXAS WOMAN'S UNIVERSITY PERSONNEL VACANCY FORM

PROCEDURES FOR COMPLETING VACANCY FORM

1. The hiring department need to complete Section A.
2. Forward copy of the PVF and an updated copy of the job description to the Office of Human Resources.
3. The Office of Human Resources will acknowledge, complete Section B, and return an approved copy of the PVF and the job description to the hiring department.
4. After a candidate is selected, the hiring department will complete and return Section C to the Office of Human Resources to complete the hiring process.

SECTION A

1. Department _____
2. Position Title _____
3. Closing Date _____
4. Position Grant Funded: yes no
5. Salary: Classified Position (advertised at base salary): \$_____ annual salary \$_____ monthly salary \$_____ hourly rate
Professional & Administrative Position: Advertise as salary competitive or \$_____ per month

Temporary Dates

*TEMPORARY APPOINTMENTS MAY NOT EXCEED 4 1/2 MONTHS.

6. Check Appropriate Box:

	<u>Regular</u>	<u>*Temporary</u>		
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Full-Time	From _____	To _____
	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Part-Time	_____	_____

Number of Hours Per Week: _____ Work Hours: From _____ (a.m./p.m.) To _____ (a.m./p.m.)

Type of position: 12 month 10 month 9 month Other: _____

7. Education/Experience Requirement (Please check one of the following four options):
 Degree Required Degree Preferred No Degree Required
 Experience may be substituted for the required education on a year-for-year basis

8. Supervisor Responsibility: Will employee be supervising Regular or Part-Time Staff employees? Yes No

9. Special Job Duties: _____

10. Other special knowledge, skills or training required for the position: _____

11. Refer Applicants to: _____; _____; _____
 (Department Interviewer) (E-mail) (Campus Telephone)

12. Reporting Relationship (name of individual this employee will report to) _____

13. Budget Source: Account Number: _____

14. New Position yes no or Replacement for: _____
 Last Day at TWU: _____ or Department Transferring/Promoting to & Date: _____
 or Reclassification of position title: _____

15. Security Sensitive: Investigate: Yes No (Refer to TWU policy number 50.10 for a description of a security sensitive position.)

16. Special Advertising: Attach a request with name and address of publication, proposed wording for ad, dates to be run and publication deadline. See TWU policy number 50.08 for more details.

17. APPROVED: Human Resources cannot process the vacancy form without the appropriate signatures.

Department Head _____ Date _____ Dean _____ Date _____

Research and Sponsored Programs (if grant funded) _____ Date _____ Vice President of Division _____ Date _____

THIS SECTION TO BE COMPLETED BY DEPARTMENTAL OFFICE

COMPLETED BY HR

Vacancy No.: _____ Date Opened: _____

Department Name	Account Number	Position Sequence	FTE	Annual Budget Amount

