

# FISK UNIVERSITY

## Personnel Action Form (Request for Job Posting)

Date of Request	Date Position Needed:	Requisition Number: (HR Use Only)
Position Title:	Salary/Salary Range:	Department:

**POSITION INFORMATION:** (Position job description must be attached to requisition form)

New Position ___ Yes ___ No  If no, name of last employee in position:	<b>Salary Data: (HR Use Only)</b> Salary Range for Similar Positions at Fisk:  From: \$ To: \$  Salary Market Comparables:  From: \$ To: \$	<b>Position Classification:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <b>Appointment Type:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> P/T /Adjunct <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <b>Faculty Appointment Type:</b> <input type="checkbox"/> Tenured <input type="checkbox"/> Non Tenured <input type="checkbox"/> Tenure Track # _____ years ending academic year _____	<b>Position Type:</b> <input type="checkbox"/> Administrator <input type="checkbox"/> Support Staff <input type="checkbox"/> Full Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Lecturer <input type="checkbox"/> Research Assistant <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Student Employee <input type="checkbox"/> Intern <input type="checkbox"/> Other
Salary of last employee in position:  \$			
Reason for Position to be filled or created: (Attach an additional sheet if required)			

**ADVERTISING INFORMATION:** Indicate advertising medium(s) to be used

Account to be charged for Advertising: # _____ - _____ - <b>7010</b>
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**BUDGET INFORMATION:**

<b>Unrestricted Budget Account(s):</b> (Fill in blanks for the appropriate account number to be charged for salaries)			
#1100 - ___ - 5001 Faculty	#1100 - ___ - 5002 Administrative	#1100 - ___ - 5003 Part Time	
#1100 - ___ - 5004 Union	#1100 - ___ - 5005 Maintenance	#1100 - ___ - 5008 Student (Undergrad) Non-tax	
#1100 - ___ - 5120 Student (Undergrad) Taxable	#1100 - ___ - 5121 Student (Grad) Non-tax		
#1100 - ___ - 5122 Student (Grad) Taxable	#1100 - ___ - 5123 Student (Foreign) Non-tax		
#1100 - ___ - 5124 Student (Foreign) Taxable	#1100 - ___ - 5125 Graduate Stipend		
#1100 - ___ - 5126 Undergraduate Stipend	#1100 - ___ - 5127 Adjunct Faculty		
#1100 - ___ - 5009 Temporary Agency	#1100 - ___ - 7020 Faculty Stipend		
<b>Percentage of salary to be charged to unrestricted Acct: _____ %</b>			

<b>Restricted Budget Account(s):</b> (Fill in blanks for the appropriate account number to be charged)			
# _____ - _____ - _____	Acct Name: _____	<b>Percentage to be charged: _____ %</b>	
# _____ - _____ - _____	Acct Name: _____	<b>Percentage to be charged: _____ %</b>	
# _____ - _____ - _____	Acct Name: _____	<b>Percentage to be charged: _____ %</b>	

**APPROVAL SIGNATURES:**

Initiator's Signature & Date:	Provost Signature (If Academic Dept):	Dir. of Sponsored Programs (If Applicable):	Grant Accountant Signature (If Applicable):
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Budget Dir. Signature & Date:	Vice President of Finance & CFO Signature & Date:	Direct of Human Resources Signature & Date:
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**HUMAN RESOURCE DEPARTMENT USE ONLY**

Position Filled By:	Start Date:	Starting Salary:	HR Approval:
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