

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

Faculty Requisition Form

Permission to Advertise

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tenure Track  Non-Tenure Track

Cost Center Number: \_\_\_ - \_\_\_ - \_\_\_ Percent Appointment: \_\_\_\_\_%

Cost Center Number: \_\_\_ - \_\_\_ - \_\_\_ Percent Appointment: \_\_\_\_\_%

End Position Date: \_\_\_ / \_\_\_ / \_\_\_\_\_  
(If temporary)

Changes to job description: Yes  No  **\*\* Attach changes \*\***

Salary (Refer to Pay Plan): Proposed Minimum Salary: \$ \_\_\_\_\_  
Proposed Maximum Salary: \$ \_\_\_\_\_

Posting: Open: Yes  No  Campus Wide Only: Yes  No  Internal: Yes  No   
(Within Department)

New position: Yes  No  Replacement: Yes  No

Reason for Replacement: Voluntary Resignation  Involuntary Resignation  Retired

Replacement for: \_\_\_\_\_ Last working date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**\*\* Attach Job Description \*\***

\_\_\_\_\_  
Signature/Budget or Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President (VPBA, VPAA, VPSS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Approval/Signature

\_\_\_\_\_  
Date

-HR Use Only-	
Date Posted:	Date Closed:
Posting #:	