

**HUMAN RESOURCES EMPLOYMENT REQUISITION  
NON-GRANT/CONTRACT FUNDED INCREMENTAL (NEW) POSITION**

(Requisitions to fill existing positions should be processed using iRecruitment at <https://mybiz.rit.edu> )

Faculty     Staff

Instructional Faculty Position Ranks	Research Faculty Position Ranks
<input type="checkbox"/> Tenure Track <b>RANK:</b> <input type="checkbox"/> Instructor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor	<input type="checkbox"/> Non-Tenure Track Teaching <b>RANK:</b> <input type="checkbox"/> Lecturer <input type="checkbox"/> Principal Lecturer <input type="checkbox"/> Senior Lecturer <input type="checkbox"/> Visiting Instructor <input type="checkbox"/> Visiting Assistant Professor <input type="checkbox"/> Visiting Associate Professor <input type="checkbox"/> Visiting Professor
<input type="checkbox"/> Non-Tenure Track Research <b>RANK:</b> <input type="checkbox"/> Research Instructor <input type="checkbox"/> Research Assistant Professor <input type="checkbox"/> Research Associate Professor <input type="checkbox"/> Research Professor	

Position Control Number Assigned by Human Resources:

<b>Position Title:</b>	<input style="width:90%;" type="text"/>		
<b>College/Division:</b>	<input style="width:95%;" type="text"/>	<b>Dept. Name:</b>	<input style="width:75%;" type="text"/>
<b>Immediate Supervisor:</b>	<input style="width:90%;" type="text"/>		<b>Ext:</b> <input style="width:20%;" type="text"/>
<b>Department Head?:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Supervise Others?:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Reason for Request:</b>	<input style="width:85%;" type="text"/>				
<b>FTE:</b>	<input style="width:95%;" type="text"/>	<b>Salary Budget:</b>	<input style="width:95%;" type="text"/>	<b>Intended Offer**:</b>	<input style="width:20%;" type="text"/>
<b>Source of Funding (If intended offer is higher than budgeted):</b>	<input style="width:95%;" type="text"/>				

**Temporarily Funded Position\***     **Temporary Position End Date:**

<b>Budget Account Number:</b>	<input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/>	
<b>Market Band:</b>	<b>Entry: \$</b> <input style="width:100px;" type="text"/>	<b>Market Rate:\$</b> <input style="width:100px;" type="text"/>

**BENEFITS CATEGORIZATION INFORMATION**

<input type="checkbox"/> *Full-time <input type="checkbox"/> *Extended Part-time <input type="checkbox"/> *Part-time (see below for explanation of categories)	<b>Standard Hours/Wk:</b> <input style="width:100%;" type="text"/>	<b>Standard Months/Yr:</b> <input style="width:100%;" type="text"/>
<b>*Exempt:</b> Fulltime: 40 hrs per wk (10, 11, 12 mos per yr only) Ext Part Time: 20 - 39 hrs per wk or 40 hrs per wk and <10 mos per yr Part Time: < 20 hrs per wk	<b>*Non-Exempt:</b> Fulltime: >= 1500 hrs per yr Ext Part Time: 750 - 1499 hrs per yr Part Time: < 750 hrs per yr	<b>*Faculty:</b> <input type="checkbox"/> Fulltime <input type="checkbox"/> Extended Part Time <input type="checkbox"/> Part time Determined by college based on load

\*Requisitions must have supporting documentation of need attached.  
 \*\* The intended offer is an indication of the *anticipated* market band or salary offer for the new faculty or staff member hired into the position. Intended offers beyond the current or budgeted salary dollars must be approved by the divisional vice president or his/her delegate and funded from existing division or college budget.

<b>Application Deadline</b>	<input type="checkbox"/> <b>Date:</b> <input style="width:100px;" type="text"/>	<input type="checkbox"/> <b>Open-No End Date</b>
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Do Not Post:

Staff: Reason \_\_\_\_\_  
 Faculty: Attach [Faculty Search Waiver Form](#)

If new hire name is known, please indicate below in the recruiting notes section.

Other Recruiting Notes:

**Search Process Instructions – Required for Federal AA/EEOC Reporting** Positions are posted on Career Zone once all necessary approval signatures are obtained and a current position posting is received as a Word document via e-mail by you to resumes@rit.edu.

**Check All That Apply:**

<input type="checkbox"/> <b>RIT Internal Search Only</b> <input type="checkbox"/> Local/Regional Search <input type="checkbox"/> National Search (on approved advertising sites to ensure EEO compliance)	<input type="checkbox"/> Search Committee Led Process  Chair: _____
<input type="checkbox"/> Hiring Supervisor Led Process  Name: _____	<i>Search team members can be added after the vacancy posts in iRecruitment. To access RIT iRecruitment Manager, go to <a href="https://mybiz.rit.edu">https://mybiz.rit.edu</a></i>

**Staff Background Check Information** <http://finweb.rit.edu/humanresources/policies/procedures/mvrcheck.html>  
 HR conducts criminal background and/or MVR checks on individuals to whom offers are made for all positions in some RIT departments and other selected positions meeting certain risk criteria. All verbal or written offers of employment for such positions must be communicated as contingent on results of the background check. Questions on the process should be addressed to Kathy Carcaci, Staff Recruiting & Employment Manager at [kjc4979@rit.edu](mailto:kjc4979@rit.edu).

**Approval Signatures**

Date

Signatures to obtain on Form:		
Supervisor		
Dean/ Director/Department Head		
College or Dept Budget Analyst		
Human Resources Services Manager		
Electronically Routed Signatures:		
Human Resources Position Control		
RIT Budget Office		
Provost Budget Officer for Academic Area Requests		
Divisional Vice-President		
Vice President of Finance and Administration		
President		

**For Human Resources Use Only**

FLSA Status	Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>	Market Band	
EEO Job Group		Census Code	
Job Code		Voting Block	

**RIT Job Category:**

- Administrative Faculty  
  Executive  
  Instructional Faculty  
  Laborer  
  Managerial  
  Prof/Admin  
  Research Faculty  
 Sales  
  Secretarial/Clerical  
  Semi-Skilled  
  Service/Maintenance  
  Skilled Trades  
  Supervisory  
  Technician

Posted to Career Zone: IRC Number

Recruiter Signature: \_\_\_\_\_ Date: \_\_\_\_\_