

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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<input type="checkbox"/> Tenure Track RANK: <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 RANK: <input type="checkbox"/> 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 RANK: <input type="checkbox"/> Research Instructor <input type="checkbox"/> Research Assistant Professor <input type="checkbox"/> Research Associate Professor <input type="checkbox"/> Research Professor	<input type="checkbox"/> EDF RANK: <input type="checkbox"/> (Instructor) <input type="checkbox"/> (Assistant Professor) <input type="checkbox"/> (Associate Professor) <input type="checkbox"/> (Professor)
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Position Title:	PC#:	
College/Division:	Dept. Name:	
Immediate Supervisor:	Ext:	
Department Head ?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervise Others ?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT AND COMPENSATION INFORMATION

Replacement Position* <input type="checkbox"/>	Replacement For:	
Reason:		
Current FTE:	Replacement FTE:	Budgeted Salary:
Intended Offer**:	Source of Funding (If higher than budgeted):	

Incremental (New) Position* <input type="checkbox"/>	
Budgeted FTE:	Budgeted Salary:
Intended Offer**:	Source of Funding (If higher than budgeted):

Temporarily Funded Position* <input type="checkbox"/>		Temporary Position End Date:
Budgeted FTE:	Budgeted Salary:	
Intended Offer**:	Source of Funding (If higher than budgeted):	

Budget Account Number:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Market Band:	Entry: \$ Market Rate:\$

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)	Standard Hours/Wk: _____	Standard Months/Weeks per Year: <input type="checkbox"/> 9 months / 39 wks <input type="checkbox"/> 10 months / 44 wks <input type="checkbox"/> 11 months / 48 wks <input type="checkbox"/> 12 months / 52 wks
*Exempt: 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	*Non-Exempt: Fulltime: >= 1500 hrs per yr Ext Part Time: 750 - 1499 hrs per yr Part Time: < 750 hrs per yr	*Faculty: <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.

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:

- RIT Internal Search Only Local/Regional Search
- National Search (posting will go to higheredjobs.com at no cost to the hiring department)
- Staff Search (supported by Staff Recruiting and Employment Manager)
- Faculty Search (supported by HR Services Manager and Faculty Recruitment Manager)
- Search Committee-Led Process Chair: _____
- Hiring Supervisor-Led Process Name: _____

Application Deadline	<input type="checkbox"/> Open <input type="checkbox"/> Date:
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- Do Not Post:
 Staff: Reason _____
 Faculty: Attach Search Waiver Request Form

Other Recruiting Notes:

Background Check Information

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.ed. Please review the organizations and positions below and check all that apply:

RIT Positions and Organizations Requiring Criminal Background and/or MVR Checks

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|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> President’s Office (includes vice presidents) | <input type="checkbox"/> Provost’s Office (includes deans) |
| <input type="checkbox"/> Registrar’s Office | <input type="checkbox"/> Finance and Administration Division |
| <input type="checkbox"/> Student Affairs Division | <input type="checkbox"/> Development & Alumni Relations Division |
| <input type="checkbox"/> NTID (Staff Positions Only) | <input type="checkbox"/> CIMS |
| <input type="checkbox"/> Enrollment Management & Career Services Division (except Publications) | |
| <input type="checkbox"/> Procurement Card Holder (ALL colleges, divisions and departments) | |
| <input type="checkbox"/> Network or Systems Administrator (ALL colleges, divisions and departments) | |
| <input type="checkbox"/> Drivers of RIT-owned or leased vehicles | |

Approval Signatures

Date

Dean/ Director/ Dept Head/ Principal Investigator		
Vice President		
Human Resources Services Manager		
Budget Office		
Restricted Accounting (Grant Funded Positions Only)		
Provost (Incremental Only)		
Vice President Finance and Admin (Incremental Only)		
President (Incremental Only)		
Reviewed and approved by Position Control:		

For Human Resources Use Only-Job Category/EEO

- | | | |
|----------------------------------------|-------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Executive | <input type="checkbox"/> Administrative Faculty | <input type="checkbox"/> Managerial |
| <input type="checkbox"/> Service/Maint | <input type="checkbox"/> Skilled Trades | <input type="checkbox"/> Technician |
| <input type="checkbox"/> Semi-Skilled | <input type="checkbox"/> Instructional Faculty | <input type="checkbox"/> Supervisory |

- | |
|------------------------------------------------------|
| <input type="checkbox"/> Professional/Administrative |
| <input type="checkbox"/> Secretarial/Clerical |

Census Code: _____

Job Code: _____

EEO Code: _____

Voting Block: _____

Posted to Career Zone:

Name: _____ Date: _____