

**THE UNIVERSITY of MONTANA WESTERN**

**PERSONNEL REQUISITION APPROVAL FORM**

Date: \_\_\_\_\_ Union Affiliation: \_\_\_\_\_

Position Title: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_ Tenurable (Yes/No): \_\_\_\_\_

Position will report to: \_\_\_\_\_

(Name and Title)

New Position: \_\_\_\_\_ Replacement for: \_\_\_\_\_ Position #: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Salary Index Code: \_\_\_\_\_ Position #: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*Position Announcement must be attached before approval is made\*\*\*\*\*

Advertisement will be placed in the following publication: \_\_\_\_\_

\_\_\_\_\_

Ad to run (indicate dates and number of times): \_\_\_\_\_

\_\_\_\_\_

Index Code for Advertising Costs: \_\_\_\_\_

\*\*\*\*\*

Approved:

Supervisor/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor A&F: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_