

**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: _____