

**UNIVERSITY OF MONTANA WESTERN
PERSONNEL REQUISITION APPROVAL FORM**

Date: _____ Union Affiliation: _____

Position Title: _____ Classification: _____

Department: _____ Tenurable (Yes/No): _____

Position will report to: _____

New Position: _____ Replacement of: _____

Starting Date: _____ Salary: _____

Salary Index Code: _____

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

Advertisement to be placed in the following publication(s): _____

Ad to run (dates and number of times) _____

Index Code for Advertising Costs: _____

Dept Head/Dean: _____ Date: _____

Affirm Action Officer: _____ Date: _____

Vice Chanc Admin & Finance: _____ Date: _____

Chancellor: _____ Date: _____