

**WINTHROP UNIVERSITY**  
**REQUEST FOR FACULTY/UNCLASSIFIED POSITION**

Department: \_\_\_\_\_ College: \_\_\_\_\_

Title of Position (include rank and discipline): \_\_\_\_\_

Anticipated Date of Appointment: \_\_\_\_\_ Number of months (9,10.5, or 12): \_\_\_\_\_

Anticipated Salary \_\_\_\_\_ Budgeted Base Salary \_\_\_\_\_ Budget # \_\_\_\_\_

Budget # for source of funding Salary difference (if needed) \_\_\_\_\_

Position # \_\_\_\_\_ (*HR use only*)

The position is (please check one in each category as appropriate):

- New or  Replacement  
If replacement is checked, indicate person being replaced (also record one-year replacements if applicable): \_\_\_\_\_

•  Non-tenure Track or  Tenure Track with faculty rank of \_\_\_\_\_  
AND/OR

- Multi-year for \_\_\_\_\_ years  
 with faculty rank of \_\_\_\_\_ or  without faculty rank

OR

- Administrative  
 with faculty rank of \_\_\_\_\_ or  without faculty rank

Name of Search Committee Chair: \_\_\_\_\_

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Academic Dean Date

Comments:

Budget Office

Budget Position number: \_\_\_\_\_ Current Budgeted funding: \_\_\_\_\_

Budget Office Comments: \_\_\_\_\_

\_\_\_\_\_  
Budget Ofc: \_\_\_\_\_ Date:

Vice President's Office

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
EEO Representative Date