

**Instructions for Completing the
Position Announcement Authorization Form
(the form begins on the next page)**

Information requested:	Directions:
Faculty or Acad Admin/Staff	Put a check in the appropriate place.
Office/Dept	Give the department or office (e.g., English Department).
Date of Request	Give the date the form is submitted.
Position Title or Rank	State the title or rank of the position (e.g., Assistant Professor, Clinical Supervisor).
Salary Range	Give the salary range (e.g., \$42,000 to \$45,000).
Replacing	If the hire is replacing a current faculty/administrator/staff member, give the person's name (e.g., replacing Susan Smith). If the hire is a new position, eliminating adjunct coverage, state that (e.g., will teach 4 courses currently covered by adjuncts).
Cost Avoidance	Amount saved from current budget (e.g., if the hire will eliminate 4 adjunct stipends at \$2,500 each, then the cost avoidance is \$10,000.)
Target Hire Date	Give the target date when the new hire will begin (e.g., start of Fall 2004 or Mar 1, 2004).
Funding Source (if applicable)	If the position is funded in part or whole by a grant or source other than the normal College personnel budget, note that.
Authorization Position Number	Leave blank; this number will be entered by Office of Academic Affairs.
GL #	Leave blank; this number will be entered by Office of Academic Affairs.
Faculty or Acad Admin/Staff - type of position	Put a check in the appropriate place.
Acad Admin/Staff - Pay Grade Classification #	Give the pay grade classification number (e.g., 430, 530).
Duration of Appointment	Put a check in the appropriate place.
Rationale	Attach to the form the rationale for the position, including how the position contributes to the Department/Office's and the College's mission. The "essential duties," "required qualifications," and "desired qualifications" asked for on the form (below) should be explained and abstracted from this rationale in condensed fashion.
Ad for the Position	Attach to the form the proposed ad for the position.
Essential Duties of the Position	For a faculty position include teaching, research, and/or service, as appropriate; do not specific courses, but do indicate discipline areas.
Required Qualifications	These are qualifications that if an applicant does not have all of them, then he/she would be disqualified no matter how "good" the applicant is.
Desired Qualifications	These are qualifications that are desirable, but if an applicant does not have one of them, he/she would not be automatically disqualified.
Recruitment and Search Strategy	Be specific; list particular journals, websites, organizations, and so forth. As a matter of course the College will advertise the position in <i>Black Issues in Higher Education</i> and <i>Hispanic Outlook</i> . The ad also be posted the Association of Jesuit Colleges and Universities website and on the Loyola's Human Resources website.
Search Calendar	Give anticipated application review-start date, dates for any conference interviews, anticipated dates for selection of final candidates, and campus interviews, etc.
Search Budget	Give cost estimates of interviews at conferences, campus visits, etc.
Primary Contact Person	Normally, this is the department chair or the chair of the search committee.
Search Committee	If the Search Committee has been selected, check "yes," and list the names.

Loyola College
Academic Division
Position Announcement Authorization

Faculty

Academic Administrator/Staff

Office/Dept.: _____

Date of Request: _____

Position Title or Rank: _____

Salary Range: _____

Replacing: _____

Cost Avoidance: _____

Target Hire Date _____

Funding Source: _____
(if applicable)

Authorization Position Number: _____
(entered by Office of Academic Affairs)

GL#: _____
(entered by Office of Academic Affairs)

Faculty: Tenure-Track

Non-Tenure-Track Full-time Clinical Full-time

Four-fifths-time (core) Half-time Clinical Part-time _____ %

Academic Administrator/Staff: (check one and give the Pay Grade Classification #)

Full-time Part-time (#hrs/wk) _____ Temporary, End Date: _____

Pay Grade Classification #: _____

Duration of Appointment: 10 months Semester 12 months Other

Attach Rationale and Ad for the Position

Essential Duties of the Position:

(Attach Additions as Necessary)

Required Qualifications:

(Attach Additions as Necessary)

Desired Qualifications:

(Attach Additions as Necessary)

Recruitment and Search Strategy:

List all the approaches that will be used to attract a diverse pool of applicants that includes Jesuits, women, and people of color committed to the College's mission.

Position announcement advertised in journals, newspapers, etc. (include submission deadlines):

Position announcement posted on websites, listservs, registries:

Position announcement to be mailed to:

Individuals and organizations to be contacted personally:

Other (e.g., conference interviews):

Calendar:

Anticipated application review start date:

Anticipated campus interviews dates:

Anticipated decision date:

