

REQUEST TO FILL A VACANCY

Chadron State College
Chadron, NE 69337

Vacant Position _____ Date Vacant _____

Department _____ Current Employee _____

Replacement Reassignment New Position

FACULTY

PROFESSIONAL STAFF

SUPPORT STAFF

Tenure Track Non-Tenure Track _____ Months/Year F.T.E. _____

Justification for Replacement, Reassignment, or Creation of the Position:

Empty box for justification text.

Recommendation of Immediate Supervisor:

Empty box for supervisor recommendation text.

Signature _____ Title _____ Date _____

***Recommended Committee (Support Staff does not require a Search Committee):**

_____	_____	_____
DEAN/CHAIR	MEMBER	MEMBER
_____	_____	_____
MEMBER	MEMBER	MEMBER

Committee Recommended by: _____ Date: _____

Recommendation of Responsible Cabinet Level Officer:

Signature _____ Title _____ Date _____

Budget Review/Consideration:

Salary Range: _____

Comptroller: _____ Date _____

Recommendation of the College President:

Signature _____ Date _____

* The committee shall have a minimum of three members from within the search department and a minimum of one member from outside the department.

Attach a rough draft of the Vacancy Announcement and route to the Human Resources Office Upon Completion of all signatures.