

REQUEST TO ADVERTISE A VACANT POSITION

POSITION TITLE _____ LEVEL _____
(Title and Level must be Board of Trustees approved)

CAREER SERVICE _____ PROFESSIONAL/MANAGERIAL _____ EXECUTIVE _____ FACULTY _____

INCUMBENT _____ NEW POSITION _____

DEPARTMENT _____ COST CENTER _____

JUSTIFICATION FOR FILLING POSITION _____

SIGNATURES / APPROVALS:

DEPARTMENT HEAD/DIRECTOR _____ DATE _____

PROVOST _____ DATE _____

VICE PRESIDENT _____ DATE _____

PRESIDENT _____ DATE _____

REQUEST TO ADVERTISE: _____ APPROVED _____ DISAPPROVED

ADVERTISE: Internal Only _____ Off-Campus _____ Off-Campus (Local) _____

SPECIAL JOURNALS/PUBLICATIONS IN WHICH TO ADVERTISE: _____

LIST PREFERRED QUALIFICATIONS: (NOTE: DO NOT LIST MINIMUM QUALIFICATIONS): _____

BRIEF LIST OF RESPONSIBILITIES OF THE POSITION: _____

SALARY RANGE: _____ **TO** _____

(Career service positions will be advertised at the minimum. Professional/Managerial/Executive/Faculty will be advertised at the range noted.)

FOR HUMAN RESOURCES USE ONLY

POSITION NUMBER _____ CLASS CODE _____

INCUMBENT'S EMPLOYEE IDENTIFICATION NUMBER _____

REQUEST TO ADVERTISE A VACANT POSITION FORM INSTRUCTIONS

POSITION TITLE AND LEVEL: Must use the Board approved title and level. Refer to current fiscal year salary schedule.

POSITION CLASSIFICATION: Check appropriate classification.

DEPARTMENT/COST CENTER: Identify department and cost center number.

JUSTIFICATION: Explanation of the need (continued need) of the position in the department.

ROUTING PROCESS: The form will be routed through the proper channels as identified on the form. The appropriate vice president will meet with the President for discussion, review, and action.

SIGNATURE AUTHORITY: Must be signed by appropriate personnel prior to advertising.

ADVERTISE: Check appropriate level of advertising. The Human Resources Office advertises as follows:

- **Internal Only:** Positions are advertised for one week via PJC-all email and departmental position vacancy announcement.
- **Off-Campus Local:** Positions are advertised locally for two weeks via PJC website, possibly Pensacola News Journal, careerbuilder.com, minorityhiringplace.com, and other local advertising mediums.
- **Off-Campus:** Positions are advertised in local, state, national, and special journals/publications for 30 days via PJC website, possibly Pensacola News Journal careerbuilder.com, minorityhiringplace.com, Chronicle of Higher Education, community college listings and other advertising mediums.

SPECIFIC JOURNALS/PUBICATIONS: Identify specialized journals, publications or website in which position should be advertised. Provide as much information about the journal, publication, or website as possible so that information concerning advertising rates and deadlines can be obtained. Placing the job announcement in the journal/publication is dependent upon budget.

PREFERRED QUALIFICATIONS: Position will be advertised using the Board approved minimum qualifications currently on file in the Human Resources Office. Any special abilities, skills, experiences should be noted on this form. NOTE: Review minimum qualifications prior to submitting the Request to Advertise form.

BRIEF LIST OF RESPONSIBILITIES: Identify those responsibilities the department believes should be emphasized when advertising the position.

SALARY RANGE: All career service positions are advertised at the minimum salary for the appropriate level. Professional/managerial/executive positions are advertised from minimum to mid-range of appropriate level. Faculty salary range is advertised based on appropriate minimum degree requirement as outlined in the Collective Bargaining Agreement.