S A M P L E

Recruitment – Existing Position/Replacement

 (Probationary)

Date: [**Current Date]**

To: [**Provost’s Name**], Provost and Vice President for Academic Affairs

From: [**Dean’s/AVP’s Name and Title**]

RE: Recruitment for an Existing, Probationary Position [**Classification i.e ASC I, ASC II, etc.**] [**Name of College/Department**]

This memorandum is to request approval to recruit for an existing, probationary position in the [**Name of College/Department**] for [**Working Title**].

This request is a [**full-time/ part-time**], probationary position:

Position Number: [**if there is no position number assigned, indicate that the position number is needed**]

Funding Source:

Name of Person Replacing:

Date and Reason for Separation:

The following items are attached to this cover memorandum:

* Completed Recruitment Request Form
* An Updated Position Description
* Current Organization Chart

[**Provide a brief paragraph to outline the details/justification of the position.**]

The HERRA Manager is **[Name],[Working Title].**

The lead for the incumbent is **[Name]**, **[Working Title]**. (Only if different from HEERA Manager)

Thank you for your consideration.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sylvia A. Alva, Provost and

 Vice President for Academic Affairs