S A M P L E

Recruitment – New Position

(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 a New Probationary Position [**Classification i.e ASC I, ASC II, etc.**] [**Name of College/Department**]

This memorandum is to request approval to recruit for a new 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:

The following items are attached to this cover memorandum:

* Completed Recruitment Request Form
* 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

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

Soraya M. Coley, President