S A M P L E

Recruitment – New Position

(Temporary)

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 Temporary Position [**Classification i.e. ASC I, ASC II, etc.**] [**Name of College/Department**]

This memorandum is to request approval to recruit for a new temporary position, in the [**Name of College/Department]** for [**Name of Position**].

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

Indicate duration (start date and end date):

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