

The University of Tennessee Search Form (Academic Positions)

Personnel Area:



Responsible Cost Center #: _____ Cost Ctr Name: _____

Dept Contact: _____ Email: _____ Phone: _____

Position Number: _____ Position Title: _____

Job Title: _____ Pay Grade Level: _____

New Position: Yes No Replacement for: _____

Written/Accepted Resignation Received: Yes No Date Vacated _____

Proposed Hire Date: _____ Proposed Hiring Salary Range _____

Funding Source(s): E Account Search R Account Search

Cost Ctr# _____ % WBS Element# _____ %

Cost Ctr# _____ % WBS Element# _____ %

Cost Ctr# _____ % WBS Element# _____ %

Office Address: _____

Office County: _____ OED or UT Extension Search Procedures Apply: Yes No

Employee Group: Regular

Employee Subgroup: Faculty 9-month

Faculty 12-month

Employment %: Full Time

Scope of Search: Internal Local Regional National

Duties/Responsibilities (can attach position requirements and announcements):

Minimum/Required Qualifications (include education, experience, skills & abilities, licenses & certifications):

Preferred/Desired Qualifications:

Apply to:

Approvals:

Signature
Department Head

Date

Signature
Budget Entity (If applicable)

Date

Signature
Dean or Director

Date

Signature
Chancellor/Vice President/Provost/Vice Provost (If applicable)

Date

File Number: _____

Signature
OED/HR

Date

Complete the first section on this page for positions containing a UT Extension component and/or funding source.

If the position has no UT Extension component, please disregard page 2.

Position Number: _____

Corporate Function
(UT Extension Use Only)

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|---|
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| - |

_____%
_____%

| |
|---|
| - |
| - |

_____%
_____%

County Match
(UT Extension Use Only)

_____ %

HR/AA Use Only