

PANOLA COLLEGE
REQUEST FOR PERSONNEL POSITION ANNOUNCEMENT

I. POSITION

Position title: _____

Division: _____

II. POSITION STATUS

A. Replacement: YES _____ NO _____ (Go to B.)

Name of terminating employee: _____

Salary of terminating employee: _____ Effective date of termination: _____

B. New Position: YES _____ NO _____ Requested start date: _____

Recommended classification: _____

Source of funding: _____

(use back if necessary)

Justification: _____

(use back if necessary)

C. Employment Status:

Regular full-time _____ Regular part-time _____ Adjunct* _____

*Requires Vice President approval only

Duration: from _____ to _____ Hours per week: _____

D. Salary expectation: Annually: _____ Hourly: _____

Within current year budget: YES _____ NO _____

Length of employment/contract: _____ (number of months)

Within proposed year budget: YES _____ NO _____ YEAR: _____

APPROVED: _____ Date: _____

Vice President of Fiscal Services

III. RECOMMENDED

Director: _____ Date: _____

Dean: _____ Date: _____

Vice President: _____ Date: _____

IV. APPROVAL

President: _____ Date: _____

V. HUMAN RESOURCES

HR: _____ Posted: _____ Date: _____