

 **PERSONNEL REQUISITION APPROVAL**

**Position Number** **Position Title**

**Hiring Department**

**For new and replacement positions**, **please submit a ticket to IT for computer equipment needs** by logging into <https://kb.mtech.edu>, and search for ‘computer request’, choose to request service. **Please note**: new positions will require IT to order new computer equipment and therefore should be initiated as soon as possible.

[ ]  **New Position or** **[ ]  Backfill/Replacement for:**

**Office or Location of this Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If this is a new position or the location is not yet decided, please contact Layne Sessions at ex 4399 to determine where this employee will be located.

**Justification for Position: (Why this position is needed)**

**Position Type:**

**[ ]  Faculty CONTRACT PERIOD:**

**[ ] Tenurable** **[ ]  Non-Tenurable** **[ ]  Fiscal Year**

**[ ]  Rank** **[ ]  Academic Year**

**[ ]  Administrator** **[ ]  Academic Year + 1 month**

**[ ] Academic** **[ ]  Non-Academic** **[ ]  Other from** **to**

**[ ]  Professional**

**[ ]  MUS Contracts**

**[ ]  Academic Rank** **Compensation:**

**[ ]  Letter of Appointment** **[ ]  Annual Salary $**

**[ ]  Coach**

**[ ]  Classified Staff** **[ ]  Hourly Rate $**

**The salary approved here cannot be changed without a new p.r.a.**

**Check One**: **Check One**:

 [ ]  Permanent [ ]  Temporary [ ]  Full-Time [ ]  Part-Time       FTE

***Index # to pay selected applicant*:**

**Index: \_\_\_\_\_\_\_\_\_\_ %FTE : \_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_**

***Index # to pay for advertising & background check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Must be completed before advertisements can be placed.**

|  |
| --- |
|  **Advertisement Dates to Run:** |

**Recruitment Type:** **[x]  Campus** **[x]  Job Service** **[ ]  Montana Standard** **[x]  Tech Web**

**[ ]  Montana Papers (circle which ones you want the ad placed in) Billings, Missoula, Helena, Bozeman**

**[ ]  HigherEdJobs.com**

**[ ]  Publications (LIST CONTACT INFORMATION)**

**[ ]  Other (LIST CONTACT INFORMATION)**

**Applications received by** will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established

**Position Start Date:**

DUTIES:

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

PHYSICAL DEMANDS:

ADVERTISEMENT TO READ: (Only required if you are running an abbreviated ad in a hardcopy publication. Not needed for online advertising.)

APPLICATION MATERIALS REQUIRED: (Please add any additional materials you want to require.)

1. COVER LETTER
2. CV/RESUME
3. 3 PROFESSIONAL REFERENCES

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University’s mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant’s ability to compete in the hiring process or an employee’s ability to perform the duties of the job. In compliance with the Montana Veteran’s Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran’s preference please complete the employment (veteran’s) preference form located on the employment page. You must include the job title of the position in which you are applying. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu.

**Authorization for recruitment:**

**Department Chair/Supervisor Date**

**Dean/Director/Designee Date**

**Academic V.C. Date**

**Affirmative Action/EEO Officer Date**

**V.C. of Amin/Finance/Budget Authority Date**

**Chancellor Date**