



Position Authorization (PA) For Faculty Appointments

Position Information

Department/School: _____ Position Rank/Title: _____

Budget Number: _____ Salary _____ Tenure Track Yes ☐ No ☐
Start Date: _____ Is this a one-year replacement? Yes ☐ No ☐

New Position ☐ If new, how funding: _____

Replacement ☐ Replacing: _____

Rationale for hire (include courses to be taught/load, why needed, etc.- attach separate document if necessary)

Position Description

Required Credentials: _____

Preferred Credentials: _____

Attach a copy of the final ad/position announcement

Provost Receipt/Approval ☐

Where would you like ad be placed (other than The Chronicle and HigherEdJobs.com?)

Search Committee: (please designate chair and all members of the committee)

Certification/Approvals

Prepared by: _____ Completion Date: _____

For OAA Use Only:

FT Faculty _____ # PT Faculty _____
Department DAY SCH Generated previous year _____
Department CCPS SCH Generated previous year _____
Declared Majors _____ # Declared Minors _____

Above information is obtained from Institutional Research Office

Provost Receipt/Approval ☐
Verified on Budget ☐
Added to Budget Master ☐
Date: _____