**Create a Posting**

**Submit this completed document to the department Business Manager**

**Working Title:**

**Do You Wish to use the PeopleAdmin Reference Portal (yes/no):**

**Request References to Submit Recommendations when candidate reaches selected workflow state (yes/no):**

**Faculty hire course load:**

**Full-time or Part-time:**

**Maximum Salary Allowed:**

**Salary shown to applicants: Dependent on Experience and/or Qualifications**

**Minimum Salary:**

**Proposed Appointment Length (for Fixed-Term):**

**Posting Begin Date:**

**Posting End Date:**

**Is This Posting Open Until Filled (yes/no):**

**Number of requisitions associated with this recruitment:**

**Proposed Appointment Date:**

**Is this recruitment to replace a current faculty member (yes/no):**

**Select requested applicant documents: Indicate if they are required or optional.**

* 1. **CV/Resume**
  2. **Cover Letter**
  3. **Certification / licenses**
  4. **List of References**
  5. **Degree Transcripts**
  6. **Writing / Research Sample**
  7. **Teaching Philosophy / Evaluations**
  8. **Sample Syllabus**
  9. **Media Presentation**
  10. **Research Statement**
  11. **Administrative Summary**
  12. **Other**

**Special instructions to reference provider (if using reference portal):**

**Special instructions for applicants:**

**Search Committee Members (selected in consultation with the department chair):**

**Number of references needed:**