# APPOINTED STAFF AND FACULTY PERSONNEL REQUISITION FORM

NAU is an Equal Opportunity/Affirmative Action Institution

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| **General Information (All Positions)** |
| Job Title:  | Date:  |
| Academic Rank:  | Reports to Position# or Name: |
| Financials Dept ID: Fund:  Program: Project: |
| Department:  | Box #:  |
|
|  [ ]  Replacement  [ ]  New Position  | For (list all):        |
|
| Status: [x] Faculty | [ ] Academic Year Only |
| [ ] Full-time - 40 hours | [ ] One Year Only |
|  | [ ] Fiscal Year |
|  | [ ]  Other \_\_\_ (Indicate length of appointment) |
| **Faculty Position Posting Information** |
| **Enter Salary Range:** | $ to $  | Post amount or no range posted?  |  |
| **Application Review Date:** | [x] Review of qualified applicants to begin on (date). |
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| **Per new recruitment guidelines this information will be entered into PeopleSoft, eREQ system and will route for appropriate authorization.** |