

OKLAHOMA BAPTIST UNIVERSITY

Department of Human Resources

POSITION VACANCY (FACULTY)

Date: _____ Position Title: _____

HR Office use only:			
PN:	Posting date:	Candidate appointed:	Effective date:

REQUESTING DIVISION OR DEAN

1. This position is vacant due to:	
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2. Review and attach Job Description with recommended changes. You may attach a document indicating specific information for the advertisement. Please indicate below the websites and periodicals where this position should be posted.
<input checked="" type="checkbox"/> OBU website <input checked="" type="checkbox"/> CCCU <input checked="" type="checkbox"/> IABCU <input checked="" type="checkbox"/> Chronicle for Higher Education – Website <input type="checkbox"/> Baptist Messenger <input type="checkbox"/> Tulsa World <input checked="" type="checkbox"/> Higher Ed Jobs - Website <input type="checkbox"/> Academic Keys - Website <input type="checkbox"/> Oklahoman <input type="checkbox"/> Other: _____

3. Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve
Justification: _____
Suggested Rank: _____
Signature, Division Chair _____ Date _____

DEAN

4. Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve
Suggested Rank: _____ Suggested Salary Range: _____
Comments: _____
Signature, Dean _____ Date _____

ACADEMIC AFFAIRS

5. Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve
Suggested Rank: _____ Suggested Salary Range: _____
Signature, Provost _____ Date _____

CHIEF FINANCIAL OFFICER

6. Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve
Budget Amount: _____
Signature, Chief Financial Officer _____ Date _____

PRESIDENT

7. Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve
Approved Rank: _____ Approved Salary Range: _____
Signature, President _____ Date _____

Please return to the Human Resource department upon completion.