

**POSITION AUTHORIZATION FOR CLASSIFIED AND ADMINISTRATIVE STAFF  
OFFICE OF HUMAN RESOURCES**  
*(Position Vacancy Announcement and Ad copy must be attached)*

**SECTION I**

Position title _____	Anticipated date of hire _____
Department _____	Pay Grade _____
Work location _____	Fax number _____
FMS Requestor _____	Phone number _____
Supervisor _____	Supervisor ID# _____
Contact person _____	Search/interview committee members: _____

**SECTION II**

Classified _____	Administrative _____	No. of Positions _____
New position _____	Full-time _____	Part-time _____
Replacement _____	Incumbent _____	/Separation date _____
Twelve-month _____	Nine-month _____	Grant-funded _____
Regular work schedule: Days: _____ through _____ Hours: _____ to _____		

**SECTION III**

Salary range (for Administrative Staff positions only) (beginning rate) \_\_\_\_\_ to (first quartile) \_\_\_\_\_

Recruitment length suggested:

Internal _____	National _____	Funds must be available before the ads are placed: (See Instructions)
Local _____	International _____	DCC _____
Regional _____	By invitation _____	Fund _____
	(must provide appropriate rationale)	Or check here to pay with P-Card

List professional organizations and/or publications in which you would like OHR to place the ad:

\_\_\_\_\_

**SECTION IV** (Appropriate signature authority for area/department)

Initiator _____	Date _____	School Director/Area Director _____	Date _____
Dean/Associate/Assistant Vice President _____	Date _____	Provost or Vice President _____	Date _____

**SECTION V** (To be completed by Human Resources and OED only)

Human Resources \_\_\_\_\_ Job Opening Number \_\_\_\_\_

Job Group Number \_\_\_\_\_ OED \_\_\_\_\_

Position Number \_\_\_\_\_ Budget Confirmed Date \_\_\_\_\_

## INSTRUCTIONS

A Position Authorization form must be completed to begin recruitment/selection of classified and administrative staff vacancies. Refer to appropriate staff hiring checklist for further details on BGSU recruitment/selection process.

### FOR ALL VACANCIES, COMPLETE SECTION I, II III AND IV.

**SECTION I:** All lines must be completed before the position can be posted. Please make sure that the FMS Requestor's name for the hiring department is indicated. Contact will be made with FMS Requestor in regards to budget approval.

**SECTION II:** Complete referring to following definitions. If this is a replacement, "Incumbent" must be indicated.

### DEFINITIONS

12-month, full-time	position with a 40-hr. per week work schedule over a 12-month period. Full benefit package available.
9-month, full-time	position with a 40-hr. per week work schedule over a 9-month period (usually academic year, mid-August to mid-May). Employee is furloughed over academic breaks and summer. Full benefit package is available.
12-month, part-time	position with a 30-hour per week or less work week over a 12-month period. Sick leave and vacation hours are accrued but insurances are not available.
9-month, part-time	position with a 30-hour per week or less work week over a 9-month period (usually academic year, mid-August to mid-May). Employee is furloughed over academic breaks and summer. Sick leave is accrued but vacation and insurances are not available.
Grant-funded	position that is funded by external sources such as federal or state grants, foundations, or private corporations.
Temporary	position either full or part-time that does not exceed 119 days or irregular schedule not to exceed 1000 hours of work per calendar year.

**SECTION III:** List publication in which you would like to place ad. (Automatic listings include, BGSU website, BGSU Monitor and for Administrative positions, Higheredjobs.com). Indicate recruitment length using the following guidelines:

Classified:

- Internal posted in the *Monitor* only for BGSU employees
- Local 2-week search advertised in the *Monitor*, classified staff job line, HR recruitment sources and local newspapers

Administrative:

- Regional 3-week search, same as local, administrative staff job line and advertising in regional newspapers
- National 4-week search, same as above and in national publication(s)
- International 4-week search, same as national and involving overseas recruitment
- By Invitation selection official must provide compelling circumstances which require a search waiver and prior approval from the Provost, area Vice President, or in the case of the President, his designee
- Indicate if there are additional recruitment sources unique to hiring department

### Financial Section:

Hiring Department DCC# and Fund# must be indicted. The DCC# must have sufficient funds to cover ad costs. To adhere to the Financial Management System (FMS) policies, a budget check will be conducted by Human Resources to verify funds are available. If a budget check fails, HR will contact FMS Requester. The ad will not be placed until funds are available.

**OR**

The department has the option to pay advertising costs with a Pcard. If the Pcard box is checked, the invoice from the ad agency will be sent to hiring department for payment.

**SECTION IV:** Complete with appropriate signatures. (Provost/VP signatures must be completed.)

**SECTION V:** To be completed by HR and Office of Equity and Diversity (OED).

### ROUTING OF FORM

- Classified: Once form is completed and signatures received, forward this form to HR to complete approvals and recruitment.
- Administrative: Once form is completed and signatures received, forward this form, position vacancy announcement and ad copy to OED for approval. Once approved, OED will send this information to HR to schedule recruitment.

The following approvals must be received before recruitment can begin the following Monday:

- OED must approve length and recruitment sources by **noon on Wednesday and**
- FMS Requestor and Administrator must approve requisition entered into FMS by **10:00 am on Thursday.**

**IF YOU NEED FURTHER ASSISTANCE IN COMPLETING THIS FORM, CONTACT THE HUMAN RESOURCES OFFICE AT 419-372-8421, FAX NUMBER IS 419-372-2920.**