

SAM HOUSTON STATE UNIVERSITY

Date \_\_\_\_\_ Requisition No. \_\_\_\_\_

PERSONNEL REQUISITION FORM: SHSU P-001F		Complete in detail.						
A	Rank of Vacant Position: _____	Hiring Unit: _____	Recruiting Range: _____	Per: _____				
	Full-Time: _____		Interim/tenure track: _____					
	Part-Time: _____		Length of time position will last: _____					
	Refer applicants to: _____	Title: _____	Bldg./Room: _____	Ext. No.: _____	Beginning Date: _____			
	Position Account Number: _____		Account Title: _____					
Replacement for: _____								
Who Resigned/Transferred/Other: _____								
B	<p>Educational Requirements for the Position:</p>  <p>Experience Required for the Position:</p>  <p>Other Requirements for the Position:</p>							
C	<p>Duties Performed in the Usual Course of the Job:</p>  							
D	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"> <p>_____</p> <p>Administrator/Academic Unit</p> </td> <td style="width: 50%; text-align: center; border: none;"> <p>_____</p> <p>Dean/College</p> </td> </tr> <tr> <td style="border: none;"></td> <td style="text-align: center; border: none;"> <p>_____</p> <p>Vice President for Academic Affairs</p> </td> </tr> </table>				<p>_____</p> <p>Administrator/Academic Unit</p>	<p>_____</p> <p>Dean/College</p>		<p>_____</p> <p>Vice President for Academic Affairs</p>
<p>_____</p> <p>Administrator/Academic Unit</p>	<p>_____</p> <p>Dean/College</p>							
	<p>_____</p> <p>Vice President for Academic Affairs</p>							