

Request to Recruit

Department/unit _____ Phone no. _____

Contact name _____ P.O. Box _____

Position no. _____ Proposed hire date _____

Current/former incumbent _____ Anticipated salary range _____

Proposed funding source(s)

Account no.	Percentage	Dollar amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Position data (check all that apply)

Instructional

Admin./professional

Full time

Part time

12 months (July - June 30)

9 months (August 16 - May 15)

Other: _____

Tenure eligible

Nontenure eligible

Justification: _____

Approved by:

Department head _____ Date _____

Dean/director _____ Date _____

Provost/V.P. _____ Date _____

You are reminded to follow the university's search procedures for faculty positions.
Contact EEO/AA Services at 828-1347 for assistance.



www.vcu.edu/eeoaa

Virginia Commonwealth University • Office of Equal Employment Opportunity/Affirmative Action Services
901 W. Franklin St. • Richmond, VA 23284-3022 • (804) 828-1347 • Fax (804) 828-7201 • Voice/TTY (804) 828-1420

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