

POSITION VACANCY LISTING (PVL)
(Faculty, Limited, Academic Staff)

Date: _____

PVL Number: _____

N = New

PVL Type: R = Replacement (*Complete*→) _____
Former Incumbent _____ Appt. ID _____


Number of Position(s): _____ **Pay Basis** A=Annual C= Academic Year H = Hourly L = Lump


Major Division/Dept. Name: _____ **Major Div/Dept UDDS:** _____
(school/college/dept)

Other Appt/Funding Div/Dept: _____ Div/Dept UDDS: _____

Other Appt/Funding Div/Dept: _____ Div/Dept UDDS: _____

Fund/Activity/Account: _____ **Appointment Type:** AS = Academic Staff

 **Title Code(s):** _____, _____, _____

 **Title Names(s):** _____

Working Title: _____

Position Available Date: _____

Application Deadline Date: _____

Appointment %: _____
(FTE Range)

Appointment is: R = Renewable
 T = Terminal (*complete*↓)

Full Time Salary Range: Min _____ Max _____

End Date: _____
(If terminal)

Salary Qualifier*: _____

Show Max on posted PVL?: Yes No

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Contact

Primary contact Person: (to be listed on posted PVL)

Administrative Contact Person:

(Name)

(Name)

(Address)

(Address)

Phone No. _____

Phone No. _____

Release phone number to public: Yes No

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

■ REQUIRED QUALIFICATIONS

DEGREE AND AREA OF SPECIALIZATION:

MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE:

LICENSE/CERTIFICATE (if appropriate):

■ DESCRIPTION OF VACANT POSITION

POSITION SUMMARY:

PRINCIPAL DUTIES:

■ SUPERVISORY RESPONSIBILITIES

HOW MANY FTEs (INCLUDING ACADEMIC STAFF, CLASSIFIED AND STUDENT HELP) WILL THE INCUMBENT SUPERVISE DIRECTLY AND INDIRECTLY (THROUGH SUBORDINATES)?