

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	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>_____</p> <p>Administrator/Academic Unit</p> </div> <div style="text-align: center;"> <p>_____</p> <p>Dean/College</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>_____</p> <p>Vice President for Academic Affairs</p> </div> </div>				