



OFFICE OF
HUMAN RESOURCE MANAGEMENT

REQUEST TO FILL A VACANCY

POSITION INFORMATION

Number of positions being advertised:

NEW

EXISTING ***Name of last incumbent:

Hiring Manager:

Hiring Department:

Position Title:

Position Location:

Room #:

Employee Type: Faculty Other Academic Classified WAE Transient

Appointment Duration: 4 mo 9 mo 10 mo 12 mo

Appointment Type: Full Time
Part Time % Effort # of weekly work hours

Proposed Salary or Hourly Rate Range:

PG #'s:

Justification to fill the vacancy:

POSTING INFORMATION

Advertisement Locations: Internal External Both N/A

Waiver of Advertisement: NO YES ***please contact hr@lsue.edu

Alternate External Advertising: NO YES ***please contact hr@lsue.edu

ADMINISTRATIVE APPROVALS

Division/College Head: Date

Vice Chancellor of Business Affairs: Date

Chancellor: Date

Academic Positions Only

Vice Chancellor of Academic Affairs: Date