

Rowan University School of Osteopathic Medicine

Request to Hire Form

Position Approval

Position Information:

Position Title: _____ Type: Regular Full Time Per Diem
 Temporary Part Time % FTE: _____ Student

Department: _____ Home Org: _____ Location: _____

Bargaining Unit: _____ Class Code: _____

Salary Range: _____ Workweek: _____

Effective Date: _____

Budget Information:

New or Revised Position: If Revised, Old Title: _____
(Attached Job Description & Justification)

Replacement Position: Name of Employee: _____

Position Number: _____

Proposed Salary Components (For Faculty Positions):

Academic Base Salary: _____

Faculty Practice Supplement: _____

Total Compensation: _____

Allocation %	1.	2.	3.	4.
Amount	1.	2.	3.	4.
Fund	1.	2.	3.	4.
Org	1.	2.	3.	4.
Budget Approval				
Maximum Amount				

Approvals:

Requestor: _____ Date: _____

Departmental/Chair Approval: _____ Date: _____

Dean/Divisional Approval: _____ Date: _____

Advertisements: Recruitment Strategies

In House Rowan Career Site Web Page Chronicle of Higher Education

Local Paper: _____ Regional Paper: _____ Journal: _____

Website: _____ HigherEdJobs.com Other: _____

Reviewed and approved by Equity and Diversity: _____ Date: _____

For Human Resources Use ONLY:

Compensation Review: _____ Date _____

Posting Date: _____ Posting # _____

Person Selected _____ Background check started: _____

Effective Date: _____ Banner ID: _____

Salary Range: _____ Annual Salary: _____

Type of Appointment: _____ HR Spreadsheet Updated: _____

Offer Letter/New Hire Information sent: _____ Entered on Banner: _____