

**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

**RECRUITMENT FORM - VACANT POSITION**

SCHOOL/DIVISION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

POSITION TO BE FILLED: \_\_\_\_\_

DUTIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEACHING LOAD: \_\_\_\_\_

RANK: \_\_\_\_\_

TENURE TRACK POSITION:            YES \_\_\_\_\_            NO \_\_\_\_\_

SALARY: \_\_\_\_\_

TYPE OF FUNDS:        STATE \_\_\_\_\_        POS. # \_\_\_\_\_        GRANT \_\_\_\_\_        OTHER \_\_\_\_\_  
(If state funded position, position number is required)

DUTIES BEGIN: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOLARLY PRODUCTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST PERSONS, ORGANIZATIONS, AGENCIES, AND INSTITUTIONS TO WHOM ANNOUNCEMENTS OF VACANCIES ARE TO BE SENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
Name and Title  
\_\_\_\_\_  
Date

ACTION OF AFFIRMATIVE ACTION OFFICER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Affirmative Action Officer  
\_\_\_\_\_  
Date

**POSITION ANNOUNCEMENT**

NAME OF POSITION: \_\_\_\_\_  
\_\_\_\_\_

ACADEMIC REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SALARY: \_\_\_\_\_

STATE POSITION NUMBER: \_\_\_\_\_

DATE POSITION AVAILABLE: \_\_\_\_\_

FILING DEADLINE: \_\_\_\_\_

PROCEDURE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_