

No signatures required for this form.

 The Department (Program) Chair populates and emails the form to: HR_Staffing@southtexascollege.edu. The request will be approved through the PeopleAdmin approval process.

Position Information (see instructions)

Position No:		<i>Position Number Required for Staffing Plan Positions. Enter "TEMP" if a temporary position.</i>		
Position Title:				
<i>Exact title as listed in the Staffing Plan</i>				
Organization Code:		Organization Title:		
REPLACEMENT FOR				

Position Initiator & Approver (see instructions)

Role	Name	A Number	Email /ID		Job Title / Department
Department Chair				@southtexascollege.edu	
Dean				@southtexascollege.edu	

Funding Source Information (see instructions)

Type	Position #	Org Code	Org Title	% or \$

Posting Details / Time Line for Filling Vacancies:

Location		<i>Main location (campus) for primary assignment.</i>
Desired Open Date		<i>Date position will be initiated for approval.</i>
Desired Close Date		<i>Must be advertised for no less than 10 business days. Once this date is reached, position will no longer be advertised.</i>
Candidate Review Start Date		<i>Date search committee will screen applications and schedule interviews. THIS DATE CANNOT BE BEFORE THE CLOSING DATE. Search Committee information will need to be provided to the Office of Human Resources for setting up user roles on PeopleAdmin.</i>
Desired Start Date		<i>Tentative assignment start date - subject to revision by HR upon job acceptance.</i>
Temporary End Date		<i>Assignment end date for temporary positions.</i>

Purpose of Form

This form initiates the Faculty Hiring Process and it is used for Budgeted and Unbudgeted Staff positions.

Budgeted positions are included in the Board approved Staffing Plan. Approval for positions not included in the Board approved Staffing Plan (Temporary) is granted on a case- by-case basis and is contingent on availability of funds.

Instructions

Position Information

Position No:

If it is a Budgeted position, indicate the position listed in the Staffing Plan(Banner). If an Unbudgeted position, enter "Temp" in the position number field.

Position Title:

Title of the position as indicated on the staffing plan. If a temporary position or a position not yet approved by the board, enter a title best describes the positions

Organization Code:

Organization code of the position as indicated in staffing plan. There is a list of faculty organization codes approved by the board attached to this form.

Organization Title:

Title of the organization as indicated on staffing plan. (see attached list)

Replacement For:

Information of the employee vacating the position. If NEW, list NEW. If the position is a temporary one, enter Temp.

Position Initiator & Approver

Department Chair:

Indicate name, A number and Banner ID of person the faculty will be reporting to.

Dean:

Indicate name, A number and Banner ID of Dean for the division.

Funding Source Information

Funding Source Types:

- Staffing Plan Position
- Pool Position
- Salary Savings
- Grant
- Auxiliary

Funding Source Position Number:

Indicate Funding Source information for funding of position.

Funding Source Organization Code:

Code of funding organization.

Funding Source Organization Title:

Title of Organization of funding source.

Funding Source Percent or Amount (% or \$)

The amount or percent allotted from the selected organization(s).

- Dept. /Program Chair recommends Search Committee Chair and remaining Search Committee names to Dean for approval.
- Vice President for Academic Affairs notifies Dean and Director of Human Resources of the approved Search Committee.

Posting Details

Location

Main location (campus) for primary assignment.

Desired Open Date

Date position will be initiated for approval

Desired Close Date

Must be advertised for no less than 10 business days. Once this date is reached, position will no longer be advertised.

Candidate Review Start Date

Date search committee will screen applications and schedule interviews. **THIS DATE CANNOT BE BEFORE THE CLOSING DATE.**

Search Committee information will need to be provided to the Office of Human Resources for setting up user roles on PeopleAdmin

Desired Start Date

Tentative assignment start date – subject to revision by HR upon job acceptance.

Temporary End Date

Assignment end date for temporary positions.

BT-Division of Business & Technology (BT)
BT-Accounting (221101)
BT-Adj. Fac. Bus/Tech Pools (221099)
BT-Administrative Office Careers (221108)
BT-Automotive Technology (221402)
BT-Business Administration (221103)
BT-Information Technology Program (221104)
BT-CADD (221404)
BT-Culinary Arts (221106)
BT-Diesel Technology (221418)
BT-Division of Business & Technology (221001)
BT-Economics (221102)
BT-Electrician Assistant (221413)
BT-Electronic & Computer Maintenance (221405)
BT-Fire Science (221308)
BT-Human Resources Specialist (221110)
BT-HVACR (221407)
BT-Paralegal (221107)
BT-Plumber Assistant (221417)
BT-Police Academy (221116)
BT-Precision Manufacturing (221409)
BT-Welding (221415)
LASS-Division Liberal Arts & Social Sciences Program (LASS)
LASS-Anthropology (223036)
LASS-Art (223001)
LASS-Center for Mexican American Studies (223044)
LASS-Child Development (223021)
LASS-College Success (222002)
LASS-Criminal Justice (223023)
LASS-Developmental English (222008)
LASS-Developmental Reading (222003)
LASS-Division Liberal Arts & Social Sciences Program (223012)
LASS-Drama (223004)
LASS-Education (223022)
LASS-English (223006)
LASS-History (223020)
LASS-Kinesiology (223027)
LASS-Music (223002)
LASS-Mid Valley-Child Care & Development (A22334)
LASS-MV-Child Care & Development (Unrestricted) (223033)
LASS-Philosophy (223019)
LASS-Political Science (223007)
LASS-Psychology (223025)
LASS-Public Administration (223005)
LASS-Sign Language AAS (223038)
LASS-Social Work (SOCW) (223026)
LASS-Sociology (223024)
LASS-Speech (223003)

LASS-World Language Department (223008)
MSB-Division of Math, Science & BAT program (MSB)
MSB-BAT/BAS (225007)
MSB-Biology (221301)
MSB-Chemistry (221304)
MSB-Computer Science (221105)
MSB-Developmental Math (222001)
MSB-Division of Math, Science & BAT program (225005)
MSB-Engineering (221302)
MSB-Mathematics (221201)
MSB-Physics (221303)
NAH-Division of Nursing and Allied Health (NAH)
NAH-Associate Degree Nursing – ADN (224005)
NAH-College Success Healthcare (224050)
NAH-Division of Nursing and Allied Health (224013)
NAH-Emergency Medical Technology-EMT (224003)
NAH-Health Information (224008)
NAH-Medical Assistant Technology - MAT (224007)
NAH-Medical Information (224009)
NAH-Occupational Therapy - OTA (224002)
NAH-Patient Care Assistant - PTCA (224006)
NAH-Pharmacy Technology - PHRA (224010)
NAH-Physical Therapy - PTA (224004)
NAH-Diagnostic Sonography (224031)
NAH-Radiologic Technology (224011)
NAH-Respiratory Therapy (224025)
NAH-Vocational Nursing-VN (224018)

