

DAKOTA COLLEGE AT BOTTINEAU

Recruitment Authorization

Department: _____

Position Title: _____

Term (mos): _____ FTE (%) _____

Position Budget: \$ _____

Departments may recruit up to the current position budget.

HR Use Only

Position #: _____ Job Code: _____

Expected Salary Range: \$ _____

Estimated Benefits: \$ _____

Reason for Vacancy:

New Position Replacement (Name of Person Replaced): _____

Attach the most recent Position Description

Contract Dates: From _____ To _____

Type of Appointment:

Faculty Staff Adjunct Coach

Full-time Part-time Interim

Benefited Non-benefited

Special Instructions: i.e. grant dollar terms

Department Director

Date

Campus Dean

Date

Director of Business Affairs

Date

Payroll

Date