



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 Professional 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 Range for Position:

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](mailto:hr@lsue.edu)

Alternate External Advertising: NO YES \*\*\*please contact [hr@lsue.edu](mailto:hr@lsue.edu)

**ADMINISTRATIVE APPROVALS**

Division Head: Date

Vice Chancellor of Business Affairs: Date

Chancellor: Date

Academic Positions Only

Vice Chancellor of Academic Affairs: Date