



### Request to Advertise Form

**Position Information**

Position #: \_\_\_\_\_ Classification Title: \_\_\_\_\_ Class Code: \_\_\_\_\_ FTE: \_\_\_\_\_

Division: \_\_\_\_\_ Dept/College/School: \_\_\_\_\_

Dept. #: \_\_\_\_\_ Position Type: \_\_\_\_\_

Position Funding:  Education & General  Auxiliaries  Local Funds

Contracts & Grants: Project #: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Appointment Duration:  12 months  10 months  9 months  Other (Specify): \_\_\_\_\_

**Advertisement Information**

(An updated copy of the job description must be attached with this request.)

Length of Time to be Advertised:  7 days (Minimum)  Other: \_\_\_\_\_

**External Advertisement Platforms: All advertised positions are automatically posted on Higher Education Jobs website at no cost to the department. For those areas interested in advertising their vacancy on other external platforms should contact the Office of Human Resources for further guidance at (850) 599-3611.**

APPROVALS			FUNDING APPROVAL	
Supervisor Name	Supervisor Position #	Date	Title III(Signature)	Date
Dean/Director (Signature)		Date	Director, Sponsored Research (C&G positions only) (Signature)	Date
President/Provost/VP (Signature)		Date	Director, University Budgets (Signature)	
			Maximum Hiring Rate \$	

**DEPARTMENT CONTACT PERSON(S) (This section must be completed.)**

Position Officer:	Interview/Search Committee Members	Interested Party:
<b>Name:</b>	1.	1.
<b>Phone Number:</b>	2.	2.
<b>Email Address:</b>	3.	3.
	4.	4.
	5.	5.