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| This form will be used for all academic job postings.  If the posting does not require Justification Committee approval, CSD leader and Business Manager approvals are required. After appropriate approvals are obtained, please send the completed form to [employment@umsl.edu](mailto:employment@umsl.edu).  If the posting requires Justification Committee approval, please refer to the [Justification](https://www.umsl.edu/services/hrs/hrprocesses/justification.html#:~:text=UMSL%20currently%20uses%20a%20Justification,compensation%20increases%2C%20and%20comparable%20changes.) process. Do not submit this form without Justification Committee approval.  If the posting has been approved by the Justification Committee, please send the completed form to [employment@umsl.edu](mailto:employment@umsl.edu) after receiving approval from the Justification Committee. | | | |
| **Job Information** | | | |
| **Replacement** | | **New** | **Number of Openings:** | |
| **Faculty – 9mo:** | | **Faculty – 12mo:** | | **Academic: Non-faculty:** |
| **Position Number(s):** | | | | |
| **University Title/Job Code:** | | | | |
| **Working Title (if different from University Title):** | | | | |
| **Division Name (CSD)/Code:** | | | | |
| **Department Name/Code (Node):** | | | | |
| **Benefit Status:** | | Choose an item | | |
| **Standard Hours/FTE:** | | Choose an item | | |
| **Employee Being Replaced (Name & Employee ID):** | | | | |
| **Desired Start Date:** | | | | |
| **Supervisor Name and Position Number:** | | | | |
| **Funding Source:** | |  | | |
| **MoCode/Chartfields:** | | | | |
| **Work Address (on-campus building or off-campus address):** | | | | |

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| **Authorizations** | |
| **Approved at Justification if approved (insert month):** |  |
| **CSD Leader:** Click or tap here to enter text. | **Obtained Approval of CSD Leader** |
| **Business Manager:** Click or tap here to enter text. | **Obtained Approval of Business Manager** |
| **HR Partner:** Choose an item. | **Obtained Review of HR Partner (if non-faculty position)** |
| **For faculty positions, units must work with the Office of Diversity, Equity & Inclusion prior to posting a position.** | **Insert name of ODEI contact and confirm that you have approval to post:** Click or tap here to enter text. |

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| **Hiring Team** |

**Hiring Manager/Interviewer/Search Committee**

Interviewer/Search Committee evaluates candidates for opening(s). Requires at least one name (e.g, Business Manager).

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| Name | Empl ID |  |
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**Interested Party**

Interested Party may need or want to monitor the hiring process.

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| **Job Posting (Enter information exactly as you expect to see it posted on the UMSL website)** | | |
| **Posting Title:** | Use the university title or a working title that is in line with the job classification. Other classified titles cannot be used |
| **Job Description:** | Click here to enter the job description. |
| **Qualifications:** | Click here to enter qualifications. |
| **Application Materials, Letters of Recommendation & Search Committee Contacts:** | This is an optional section. For example:  - Application materials should include a letter of interest, curriculum vita, and evidence of teaching effectiveness.  - # letters of recommendation should be emailed directly to CONTACT INFORMATION.] - Applicants must be able to start on campus by DATE. - If you have questions regarding this position, please contact INSERT CONTACT INFORMATION. |
| **Posting Duration:** | Click here to enter posting duration. A minimum of 30 days is required. For example: Applications will be reviewed beginning DATE but will be accepted until the position is filled. |
| **Internal/External Posting:** | Choose an item |

**Would you like to include any additional information in your job posting to attract candidates?**

(appropriate EEO, diversity, and Total Rewards information will automatically be added to all job postings in eRecruit)

Other: Click here to add information about UMSL, CSD, and/or unit

We will also include the following information about UMSL: *As one of the most culturally and ethnically diverse campuses in Missouri, UMSL is committed to maintaining a climate where all students, faculty, staff and visitors can explore their interests, refine their talents and flourish.*[*Inclusive excellence*](https://www.umsl.edu/stratplan/inclusion.html)*is embedded in our strategic plan which focuses on actions to recruit and retain diverse students and employees and promote activities that encourage civil and constructive discourse, reasoned thought and sustained dialogue in an environment of****inclusion****, respect and appreciation.*