

## ADJUNCT SEARCH AUTHORIZATION FORM

### POSITION INFORMATION

Department \_\_\_\_\_

Chair \_\_\_\_\_

Position Requested (attach justification) \_\_\_\_\_

Term (days and time of course) \_\_\_\_\_

Person being replaced (or new position) \_\_\_\_\_

Reason adjunct is needed \_\_\_\_\_

Where will you house this person? \_\_\_\_\_

### SEARCH ADVERTISING INFORMATION

Please include website address or other information to help human resources place the ad.

☐ Ad copy proposed (attach copy)

☐ Where should human resources place ads?

Publication, date/edition, approximate cost:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date