MONTCLAIR STATE UNIVERSITY

POSITION ACTION APPROVAL FORM (PAAF)

Instructions: This form is to be used to request recruitment for established positions or to create a new position. Please attach a current job description and organizational chart to this form. (For Reclassification of a vacant position, also attach a proposed job description that clearly illustrates the higher level of responsibilities). If this is a new position, attach supporting justification. The FRS Account information should be provided at the bottom of this form.

I. ACTION REQUESTED

NEW POSITION	**Category Of Employment** *Attach a Position Announcement*
REPLACEMENT	Classified Faculty Managerial
RECLASSIFICATION OF A VACANT POSITION	Unclassified Professional Staff/Librarians
*(Reclassification of incumbent must be done on an Application for Reclassification Form)	Grant funded Revenue funded

II. POSITION INFORMATION

Regular (Permanent)	Other
Part-time (Percentage)	

TITLE OF POSITION _____ **RANGE** _____

REQUESTED TITLE _____ **RANGE** _____

SUPERVISOR NAME _____ _____ **SUPERVISOR TITLE** _____
(Print Name)

ANTICIPATED START DATE _____

INCUMBENT/PRIOR INCUMBENT _____ **POSITION NO.** _____

LAST DAY WORKED _____

III. DEPARTMENTAL APPROVALS *Your signature below indicates your review and approval of this request and all supporting documentation.*

REQUESTED BY _____ _____ **EXT.** _____ **DATE:** _____
(Print Name)

DEPARTMENT _____ **DIVISION** _____

CHAIR/DIRECTOR: _____ _____ **DATE:** _____
(Print Name)

DEAN/ASST. OR ASSOC.VICE PRESIDENT _____ _____ **DATE:** _____
(Print Name)

DIVISION VICE PRESIDENT _____ _____ **DATE:** _____
(Print Name)

BUDGET OFFICE _____ _____ **DATE:** _____
(Print Name)

VICE PRESIDENT FOR HUMAN RESOURCES: _____ **DATE:** _____

IV. ADVERTISEMENT *(Complete ad placement preferences on reverse side)*

Dept FRS Salary Account												**Dept FRS Advertising Acct**					**3**	**8**	**3**	**5**

SALARY EXPENSE FOR FISCAL YEAR	**$**	**PAAF#**	**V#**

COPY TO: EEO/AA, POSITION CONTROL PINK Rev 7/03

Title of Position											Ad Insertion Date	
FRS Advertising Acct Number							3	8	3	0	Department	Extension
Authorizing Agent Signature or contact person											Date	

PUBLICATION SELECTION Indicate your publication preferences below. The cost will be charged back to the FRS Account listed above. Note: The Ad will run once in the publication(s) selected and the position will automatically be posted on the MSU web-site at: http://notes1.montclair.edu/personnel.nsf and http://www.higheredjobs.com/.

SUNDAY STAR LEDGER (SL)

Display In-column Line Ad

BLACK ISSUES IN HIGHER EDUCATION (BI)

This Ad will simultaneously appear at http://www.blackissues.com/jobs.html

Display In-column

Size of Ad here: [Refer to attachment] _____

THE CHRONICLE OF HIGHER EDUCATION (CHE)

This Ad will simultaneously appear at http://www.chronicle.com/jobs/

Display In-column

Size of Ad here: [Refer to attachment] _____

HISPANIC OUTLOOK IN HIGHER EDUCATION (HO)

This Ad will simultaneously appear at http://www.hispanicoutlook.com/listings.shtml

Display In-column

Size of Ad here: [Refer to attachment] _____

SPECIAL INSTRUCTIONS

----------**HUMAN RESOURCES USE ONLY**----------

Reviewed by:	Sent to Publications on: