

**AUBURN UNIVERSITY**  
**VACANCY NOTICE/REQUEST TO INITIATE SEARCH TO FILL FACULTY POSITION**  
(INSTRUCTIONS ON BACK - REFERENCE APPENDIX 2F OF AU PERSONNEL MANUAL)

**A. Request For Authority To Initiate Search:**

**1. Unit Identification:**

College/School

Division

Department Name

Department Number

**2. Position Information:**

Job Title or Rank

Position No.

Budgeted Salary

Appointment: 9 mo.      12 mo.

Account Distribution:    Account No.    Amount                      Account No.    Amount

Effective Date Of Vacancy

Anticipated Date Position To Be Filled

**3. Supporting Narrative:** (Attach separate sheet if needed.)

**4. Approval Signatures :**

a. \_\_\_\_\_                      b. \_\_\_\_\_  
Hiring Unit Responsible Authority                      Date                      Next Immediate Supervisor                      Date

**B. Request For Authority To Extend Offer Of Appointment:**

**1. Candidate Information:**

Name

SSN

Anticipated DOE

Job Title or Rank

Salary Amount

Account Distribution:    Account No.    Amount                      Account No.    Amount  
(If different from Part A:)

**Approval Signatures:**

a. \_\_\_\_\_                      c. \_\_\_\_\_  
Hiring Unit Responsible Authority                      Date                      Provost                      Date

b. \_\_\_\_\_  
Next Immediate Supervisor                      Date

## INSTRUCTIONS FOR COMPLETION OF HR100

**PART A:** Submit this form for Part A approval **prior** to initiating a search.

1. **Unit Identification:** School/College/Vice President
2. **Position Information:** State the budgeted salary as the amount shown in the budget at the time the vacancy occurred. For a newly established position, indicate zero dollars.
3. **Supporting Narrative:** Explain why the vacancy should be filled; attach a separate sheet if needed.
4. **Approval Signatures and Date:**
  - a. Hiring Unit Responsible Authority (Dept. Head, Dean, Director, or Vice President as applicable)
  - b. Next Immediate Supervisor Responsible for Policy Implementation (Dean, Director, Vice President, or Provost as applicable)

The signed form is then returned to the hiring department. **A Recruitment Plan - Form A is required for all faculty positions. Complete the Form A and attach a copy of the HR100, and forward both to the Office of Affirmative Action.** Once all approvals are secured on the Recruitment Plan, the department may proceed with recruitment and advertising. **Recruitment must be initiated within six months of the approval of Part A.**

**PART B:** When the search has been completed, **and before any offer is extended**, resubmit the HR100 for the required approval signatures of Part B. Only after all required approvals have been granted may an offer of appointment be extended.

1. **Appointment Information:** Provide name, social security number, anticipated date of employment (DOE), and salary amount.
2. **Approval Signatures and Date:**
  - a. Hiring Unit Responsible Authority (Dept. Head, Dean, Director, or Vice President as applicable)
  - b. Next Immediate Supervisor Responsible for Policy Implementation (Dean, Director, or Vice President as applicable)
  - c. Provost  
(Attach Applicant Worksheet - Form B; Recruitment Summary - Form D; Faculty Initial Report Form; copy of graduate transcripts; and copy of Vita)

**The original HR100 is returned to the unit liaison; then, and only then, is the department authorized to extend an offer of appointment.** The hiring department is responsible for submitting a Personnel Action Form **with the original HR100 attached**, as well as all other necessary documents, through the proper channels as identified in Appendix 2H of the AU Personnel Manual.