

SPRINGFIELD COLLEGE  
Request for Authorization to Employ

**INSTRUCTIONS:** This form should be completed when requesting authorization to recruit/employ for a regular full- or part-time position, and when hiring temporary or project employees. Please obtain approval signatures, attach appropriate supporting documentation, and forward to the Office of Human Resources. If you would like assistance in completing this form, in creating a search plan, in drafting recruitment advertisements, and/or related components of the recruitment process, please call the Office of Human Resources.

**1. Request for Authorization:**

Position Title/Rank \_\_\_\_\_ Position Band \_\_\_\_\_

Department \_\_\_\_\_  New Position  Existing Position\*

\*If existing, we are replacing: \_\_\_\_\_

Employment Category:  Support Staff  Administrative Professional Staff  Executive Officer  
 Faculty  Additional Staff

Type of Appointment:  Full-time  Part-time  Temporary\*  Project\*  
 Adjunct\* \*Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Length of Appointment:  12 months  11 months  10 months  9 months  
 Other Normal Work Week (NWW) \_\_\_\_\_ Hours

Work Schedule (if other than Monday through Friday 8:30 a.m. – 4:30 p.m. \_\_\_\_\_

**2. Recruitment Plan** (full- and part-time positions): Identify preferences for advertising. All full- and part-time positions will be posted internally in Job Opportunities and on the Springfield College Job Line.

Alumni  Local  Regional/National  
 Springfield Union News  Chronicle of Higher Ed  
 Daily Hampshire Gazette  Black Issues in Higher Ed  
Other \_\_\_\_\_ Other \_\_\_\_\_

**3. Budget Source and Amount:**

Budget Line Amount \_\_\_\_\_ Account # \_\_\_\_\_

(**Note:** not necessarily the amount to be offered.)

\_\_\_\_\_  
HR Director Date

**4. Signature Approval:** (must be completed in the order they are listed below)

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Vice President/Dean Date

\_\_\_\_\_  
President Date