

Arkansas Tech University
Russellville, Arkansas

Vacancy Announcement

Date:

Position Code:

To: Affirmative Action Officer
Arkansas Tech University

When authorization to fill a faculty, administrative, or professional position is granted for either a new or vacant position, the person responsible for filling the position should submit the following information to the Affirmative Action Office along with a copy of the proposed advertisement. This procedure is necessary for compliance with the Arkansas Tech University Hiring Policy for Faculty, Administrative, and Professional Positions as incorporated into the Arkansas College and University Plan for Compliance with Title VI of the Civil Rights Act of 1964 (Revised 1977).

A. Title of offered position:

B. Department or organizational unit offering the position:

C. Description of position duties:

D. Salary Range:

E. Date position duties will commence:

G. List of necessary qualifications for position:

F. Information whether position if full- or part-time, new or vacant, nine- or twelve-month contract, etc...

H. List of any person or institutions, by name and date solicited, where notice and applications are to be submitted separate from advertisements: (attach list)

I. The attached proposed advertisement will appear in the following publication (include date if known):

J. Closing deadline for accepting applications:

Signature:

FORWARD COMPLETED REPORT TO THE AFFIRMATIVE ACTION OFFICE.