

I.S.U.
A.A. FORM 1-75

Issued _____, 20____

P.C.N. # _____

POSITION ANNOUNCEMENT

(To be completed and forwarded in duplicate to the Affirmative Action Office for sign-off prior to advertisement. One copy will be returned to your files.)

The position listed below represents faculty/staff requirements at Idaho State University beginning _____ of the 20____ thru 20____ academic year(s).

DEPARTMENT & POSITION TITLE -

DEGREE & MINIMUM REQUIREMENTS -

DUTIES -

SALARY -

RANK -

CLOSING DATE OF ANNOUNCEMENT -

RECRUITMENT SOURCES (List all sources to be utilized) -

Submitted by _____, Title _____

Signature

Department of _____

() Approved () Disapproved _____
Dean/Director/Executive Assistant

_____, 20 _____

() Approved () Disapproved _____
Affirmative Action Officer

_____, 20 _____

Equal Opportunity/Affirmative Action Employer

I.S.U.

A.A. Form 1a-75

Issued _____, 20_____

SELECTION CRITERIA

(To be completed and forwarded in duplicate to the Affirmative Action Office simultaneously with A.A. Form 1-75, Position Announcement, for sign-off. One copy will be returned for your file. A copy of the approved form shall be sent by your office to each applicant for the position in the same mailing with A.A. Form 2-75, Ethnic Identification.)

The following is a listing of the basic criteria, which will be used in evaluating candidates for the position of _____ in the Department of _____ to be available for the academic year 20____ thru 20____. Considerations on individual applicants shall be recorded in A.A. Form 3-75.

Submitted by _____, Title _____

Signature

Department of _____

_____, 20_____

() Approved () Disapproved _____
Dean/Director/Executive Assistant

() Approved () Disapproved _____
Affirmative Action Officer

_____, 20_____

Equal Opportunity/Affirmative Action Employer