



## Request to Fill Faculty Position

The purpose of this form is to provide advance notice of a soon to be vacant position. Submit completed form to the District Employment Office by emailing [jobs@sdccd.edu](mailto:jobs@sdccd.edu).

Position Title	_____	Position #	_____
Working Title	_____	FTE	_____
Campus/Department	_____	# of Months	<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Job Code	_____	GL %	_____
GL Number(s)	_____	GL %	_____
	_____	GL %	_____
Approx. Start Date	_____	Hours/Days	_____
Hiring Manager	_____	Email	_____
	_____	Phone	_____
Screening Chair	_____	Email	_____
	_____	Phone	_____

Posting Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Any additional comments or special circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Campus / Division Approvals

Hiring Manager	_____	Date	_____
Vice President, Administrative Services	_____	Date	_____
President	_____	Date	_____

## People, Culture, and Technology Services Review

Employment Specialist	_____	Date	_____
AVC, Employee Relations	_____	Date	_____