

Solicit Salary Brackets?

**OFFICE OF THE ASSOCIATE PROVOST
Checklist for Approving a Request-to-Advertise**

A/P, Researcher, and Scientist Positions		A/P Positions Only	
	Request from proper administrative unit?		If salary range listed in Ad or Pos. Announcement, does it match approved salary range?
	Critical need justification attached?		Approved PAPE Attached?
	If Security-Sensitive, is Security-Sensitive position statement on Ad and Position Announcement?		Minimum requirements in Ad and/or Pos. Announcement match minimum requirements in PAPE?
	Location of Ad Specified?		Position Description update/verify within last 3 yrs?
	Minimum requirements & Application Instructions match in Ad & Pos. Announcement?	Researcher Positions Only.	
	Departmental mail code in application address <u>NOT</u> listed as 4-digit zip code extension?		Approved Researcher Classification Worksheet attached?
	If Local or Regional Search - Time for 10 working days to elapse between Date Advertised and Application Deadline?		Min. Requirements in Ad and/or Pos. Announcement match Min. Requirements in Res. Classification Worksheet?
	If National Search - Time for 20 working days to elapse between Date Advertised and Application Deadline?		Salary listed at or above minimum required salary for title? (Res I - \$2,000; Res II - \$2,085; Res III - \$2,220)
	OK Time Between Application Deadline and Hiring Date?	Assistant, Associate and Senior Scientist Positions Only	
	If accrediting agency is mentioned, contact info listed?		Salary listed at or above minimum required? (Asst Sci - \$2,113; Assoc Sci - \$2,186; Sr. Sci - \$2,833)
	Recruitment Strategies for Promoting Diversity form included with gender & race info for Search Committee members?		Terminal degree required matches or exceeds Minimum Degree required for that title?
	Comprehensive Position Description for Res & Sci titles?		Minimum requirements at least as stringent at PAPE?
Faculty Positions (and Coaches)			
	Request from proper administrative unit?		
	Justification of need for position attached (tenured/tenure-track searches only)?		
	If Security-Sensitive, is Security-Sensitive position statement on Ad and Position Announcement?		
	Location of print Ad Specified?		
	Minimum Requirements & Application Instructions match in Ad and Position Announcement?		
	Departmental mail code in application address <u>NOT</u> listed as 4-digit zip code extension?		
	Ad and/or Position Announcement clearly specify pool of candidates?		
	Ad requirements comply with departmental operating paper requirements for rank (tenured/tenure-track searches only)		
	If Local / Regional Search - Time for 10 working days to elapse between Date Advertised and Application Deadline?		
	If National Search - Time for 20 working days to elapse between Date Advertised and Application Deadline?		
	OK Time Between Application Deadline and Hiring Date?		
	Terminal degree required matches or exceeds Minimum Degree required for that Title?		
	If accrediting agency is mentioned, contact info listed?		
	Recruitment Strategies for Promoting Diversity form included with gender & race info for Search Committee members?		
	For Nontenure-Track position, MUST BE TERM (i.e., no continuing). If State Funds, title only Lect. or Instr. (See policy)		