

Kansas State University
OFFICE OF AFFIRMATIVE ACTION

Date: _____

Please submit one copy of this form attached to the Unclassified Faculty and Staff Vacancy Form to the Office of Affirmative Action **PRIOR** to beginning recruitment. Although published announcements may be briefer or more lengthy, information in such announcements may not conflict with information on this form or the Position Description Form. This form is the worksheet for the advertisement.

1. DEPARTMENT/UNIT/COLLEGE

Unit or Department _____ College or Other unit _____

Authorized Signature _____ Authorized Signature _____

Department Telephone Number: _____

Department Address: _____

Department e-mail : _____

2. POSITION

Position Rank/Title _____

Position Number _____
This number must be used on Appendix 12. (Use People Soft number if available.)

Degree Required _____

Salary Range (inclusion in ad is optional): _____

Administrative/Service Appointment:	Faculty Appointment:
<input type="checkbox"/> Regular	<input type="checkbox"/> Regular
<input type="checkbox"/> Term, ending _____	<input type="checkbox"/> Tenure-track
	<input type="checkbox"/> Tenured
	<input type="checkbox"/> Term, ending _____

Condition and length of appointment: _____

3. DESCRIPTION OF JOB RESPONSIBILITIES

Describe the specialization or area of emphasis for this position:

4. QUALIFICATIONS (must designate necessary and preferred)

Necessary Qualifications

5. STARTING DATE:

6. APPLICATION PERIOD (allow adequate time to respond and adhere reasonably to the deadline):

Choose one of the following:

A. Application Deadline: _____

OR

B. Screening of applications begins _____ and continues until the position is filled.

7. APPLICATION PROCEDURE:

List material to be submitted by the applicant:

8. CONTACT INFORMATION:

Contact Person: _____

Phone number of contact person: _____

9. REQUIRED STATEMENTS FOR ALL ADS AND POSITION ANNOUNCEMENTS:

- A. Kansas State University is an equal opportunity employer.
- B. Background check required.

10. RECOMMENDED OPTIONAL STATEMENT FOR ADS AND POSITION ANNOUNCEMENTS:

Kansas State University actively seeks diversity among its employees.

11. WEB SITE INFORMATION:

If the full position announcement is contained on the unit's website, identify the web address. A link to this website will be established on the University unclassified vacancy listing on the Tuesday following Affirmative Action approval on the Affirmative Action web site at: <http://www.ksu.edu/affact/Opportunities/unclass.htm> Department or Unit URL:

12. Attach a copy of the advertisement. Retain a copy of this document and all documents related to the recruitment of this position with departmental recruitment files for a period of five (5) years.