



## **REQUEST TO RECRUIT**

Effective December 11, 2019, all positions, including full-time faculty and staff, will not be eligible for recruitment unless approved through the process outlined below:

1. A Request to Recruit form will be completed and submitted to the appropriate President's Council Member (member who is the leader of your department) for approval.
2. If approved, the VP of HR will review the request to recruit and gather additional information to make a determination on the recruit request.
3. The VP of HR will consult with the VP of Finance for verification of the availability of funding for the position.
4. For positions which funding is available, the completed Request to Recruit will then go to the President for final approval.
5. Upon final approval, the President will forward the signed Request to Recruit form to Human Resources for the recruitment process to begin. HR will send a copy of the approved request to the appropriate Department Head/VP for his/her records.

### **One or more of the following criteria must be met before positions will be considered:**

- Health and safety of the college
- Compliance with federal and state laws and regulations
- Courses necessary for timely academic progression/graduation
- Advancement of the academic mission
- The position serves a critical leadership role

A completed Request to Recruit form should be submitted through the regular process as identified on the form. Only positions deemed to be critical will be approved provided funding is available



# MOUNTWEST

COMMUNITY AND TECHNICAL COLLEGE

## REQUEST TO RECRUIT

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Contact Information: \_\_\_\_\_

### Position Information:

Proposed Title: \_\_\_\_\_

This position is:             New             Vacant

Funding Source:            Fund \_\_\_\_\_    Org \_\_\_\_\_    % \_\_\_\_\_

Fund \_\_\_\_\_    Org \_\_\_\_\_    % \_\_\_\_\_

If position is to be funded by a grant, please indicate duration of  
time grant funding may be available: From \_\_\_\_\_ to

\_\_\_\_\_.

Position Type:             Faculty     Staff

Position Status:             Full-time  Part-time     Benefits-Eligible

Temporary from \_\_\_\_\_ to \_\_\_\_\_

9-month  10-month  11-month  Other

Earliest Date Position Available: \_\_\_\_\_

Minimum Qualifications:

Duties and Responsibilities:

*(Attach additional sheet if necessary)*

Position will report to: \_\_\_\_\_

Proposed Search Committee (if position is approved, **HR will contact approved Search Committee members**):

Justification of Need:

*(Attach additional sheet if necessary)*

Approval Signatures:

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
President's Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
Vice President of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**Approved original document should be submitted  
to: Human Resources – Suite 101V**