

**CENTENARY COLLEGE OF LOUISIANA
REQUEST FOR SEARCH**

CUPA INFO Position # _____ Comparative CUPA Title if applicable _____
 Low: _____ Mid: _____ High: _____

POSITION TITLE: _____

LIST POSITION BEING ELIMINATED IF APPLICABLE: _____

_____ New Position _____ Vacant Position Vacated By: _____ Vacated Salary : _____

SELECT A CLASSIFICATION: (CHECK ALL THAT APPLY IN EACH COLUMN)			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
_____ Faculty (Exempt)	_____ Full time	_____ Benefits	_____ Biweekly Payroll
_____ Support Staff (Non-Exempt)	_____ Part time	_____ No Benefits	_____ Monthly Payroll
_____ Administrative (Exempt)	_____ Temporary	_____ Partial Benefits	
_____ Student Employee (Non-Exempt)	_____ Adjunct		

COMPLETE INFORMATION FOR DAYS AND HOURS TO WORK
Scheduled days to work: _____ Scheduled hours to work (per day): _____

INTERNAL SEARCH ANNOUNCEMENT (POSTED ON CENTENARY WEBSITE AND PUBLIC AREAS ON CAMPUS):
 (please list the method of announcement to be used)

EXTERNAL SEARCH ANNOUNCEMENT (LIST WEBSITE, NEWSPAPERS, ONLINE, PUBLICATIONS TO POST JOB):

Note: The scheduled date search completed cannot exceed 5 months past the date of the original public posting (including internet posting).

NAME OF PERSON OR PERSONS TO RECEIVE INFORMATION FROM APPLICANTS:

Approved by: _____ Date _____
 Immediate Supervisor
 _____ Date _____
 Cabinet Member for Department
 _____ Date _____
 Robert Blue, VP for Finance & Administration
 _____ Date _____
 B. David Rowe, President
 _____ Date _____

TO BE COMPLETED BY HR

DATE POSTED: _____ DATE SEARCH CLOSED: _____