



HIRING AUTHORIZATION FORM

The Human Resources Department will require this form to initiate the hiring process for all new positions within Union and Non Union groups, excluding students, full time faculty members and ICA appointments.

Forwarding Route: Department Head/Division Chair > Dean > Provost > Finance Office > Human Resources

Position Title: _____

Union Affiliation <input type="checkbox"/> FUNSCAD Unit I <input type="checkbox"/> FUNSCAD Unit II <input type="checkbox"/> NSGEU <input type="checkbox"/> Union Exempt	Status: <input type="checkbox"/> Temporary <input type="checkbox"/> Sessional <input type="checkbox"/> Casual (Unit II) <input type="checkbox"/> Term <input type="checkbox"/> <input type="checkbox"/> Permanent
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Reason For Hire:
 New Position Replacement Other
 Sabbatical Replacement Retirement Replacement

Notes: _____

Anticipated Enrollment:	How does this support the Strategic Plan? (explain with additional sheets):

Term of Contract:

Start Date: _____ End Date (If Applicable) _____
 4 month Sessional 8 month Sessional

Position Duties: (attach Position Description if New)
 Notes: _____

Rate of Pay or estimate: <input type="checkbox"/> Annual \$ <input type="checkbox"/> Hourly \$ <input type="checkbox"/> Stipend \$	Rank / Classification Step <input type="checkbox"/> Honorarium \$ <input type="checkbox"/> Other Fees \$
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Budget Account:
 Department: _____ Budget Account #: _____

Submitted By: _____ Date: _____

Internal Use Only:

Approval:	Date:
Dept Head/	_____
Division Chair/Director	_____
Dean	_____
Provost	_____
Finance Officer:	_____