



THE FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

Vacant Position Review

Department Name: _____

FSU Human Resources Position Number: _____

FSU Human Resources Position Title: _____

Working Title: _____

Start Date: _____

Funding Code(s), Type and Percentage: _____

Salary: _____

Fringe Benefits: _____

Total: _____

Category:

Exempt Non-Exempt Faculty Post-Doc

Please answer the following questions:

1. Is this position changing the responsibilities? If so, how?

2. Is this position changing in supervisor or supervisee relationships? If so, how?

3. How does this position contribute to the FSU Strategic Plan? Division of Student Affairs Strategic Plan?

4. Who are you planning to have serve on the search committee?

5. How are you planning to ensure that there is a diverse pool of applicants for the position?

Department Director Comments:

Department Director Signature and Date: _____

Supervising AVP Comments:

Attach Organizational Chart with Highlighted Position and Proposed Position Description.