



Request to Fill Faculty Position

The purpose of this form is to provide advance notice of a soon to be vacant position. Submit completed form to the District Employment Office by emailing jobs@sdccd.edu.

Position Title _____	Position # _____
Working Title _____	FTE _____
Campus/Department _____	# of Months <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Job Code _____	GL % _____
GL Number(s) _____	GL % _____
Approx. Start Date _____	GL % _____
Hiring Manager _____	Hours/Days _____
	Email _____
	Phone _____
Screening Chair _____	Email _____
	Phone _____

Posting Date: _____ Closing Date: _____

Any additional comments or special circumstances:

Campus / Division Approvals

Hiring Manager _____	Date _____
Vice President, Administrative Services _____	Date _____
President _____	Date _____

People, Culture, and Technology Services Review

Employment Specialist _____	Date _____
AVC, Employee Relations _____	Date _____