

University of Arkansas at Pine Bluff
 REQUEST TO UNFREEZE/ADVERTISE AND FILL ALL POSITIONS

A request to advertise and fill a vacant position must be approved by the appropriate Vice Chancellor and the position and salary verified by the Vice Chancellor for Fiscal Affairs before a vacant position is advertised. Classified and unclassified administrative positions must be unfrozen by the OPM Hiring Freeze Committee before advertisement. Faculty positions do not require Freeze Committee approval before advertisement.

1. The position specified below is requested to be advertised and filled.

- a. Position Title _____ Department _____
- b. Education & General _____ Auxiliary _____ Contracts and Grants _____
- c. Account Number(s) _____ Grant Title(s): _____

- d. Annual Salary _____
- e. Length of Appointment: 12 Month: 9 Months

2. Approval:

Division/Department Head	Date
Dean	Date
Vice Chancellor	Date

3. Verification: (Fiscal Affairs Use Only)

Position Number _____	FTE/Manyears _____
Salary Rate _____	_____
Vice Chancellor For Fiscal Affairs	Date