

**Tennessee Board of Regents
Central Office
Employment Requisition**

Job Title:		Salary Grade:	
		Min: _____ Midpoint: _____	
Department Name:		Immediate Supervisor:	
Position Request: (choose one)		Status of Position:	
New Position	TBR Temporary/Intern	Full-Time	Exempt
Fill Vacant Position	Agency Temporary	Part-Time	Non-Exempt
Start Date:	End Date:	(if applicable)	

Indicate Funding Source (s) / Account #
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SEARCH COMMITTEE:

Please indicate Chair of the Committee.

Name	Department/Institution	Race	Sex

ADVERTISEMENT:

All position announcements will be posted at tbr.jobs.edu.

All Advertisements will be placed in the next available publication.

Name of Publication (s)	Name of Website (s)

Please attach job description to requisition. The Office of Human Resources needs to review any new job descriptions or changes to existing job descriptions prior to approval of this request.

Requested by: _____
Vice Chancellor or Hiring Authority Date

Reviewed by: _____
Director of Fiscal Services Date

Reviewed by: _____
Director of Access, Diversity & Equity Date

Approved by: _____
Assistant Vice Chancellor for HR Date