

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

PERSONNEL OFFICE