SOUTH PLAINS COLLEGE

PERSONNEL REQUISITION

TO: _____
(Vice President/Provost)

FROM: _____ DATE: _____
(Department Chairperson / Director)

REQUEST FOR:

Title: _____ Department: _____

Employment Status	☐ Regular	☐ Temporary
Faculty	☐ Full-Time	☐ Part-Time
Professional	☐ Full-Time	☐ Part-Time
Para-Professional	☐ Full-Time	☐ Part-Time
Classified	☐ Full-Time	☐ Part-Time
Federal	☐ Full-Time	☐ Part-Time
Benefits	☐ Yes	☐ No

Recommended Salary Range _____

Salary Account No. _____

Starting Date _____ Months Per Year _____

Working Hours/Days _____

☐ New Position ☐ Replacement for _____

JUSTIFICATION: _____

_____

_____

APPROVED BY:

_____ _____
Dean Date Vice President/Provost Date

RECOMMENDED SALARY RANGE: _____

COMMENTS : _____

APPROVED BY: _____
Kelvin Sharp, President Date

Rev. 07/05