

Request to Recruit an AES Position

Date of request:

Department/School:

Position title:

New position: Yes No

Name of former employee:

Length of service:

His/her responsibilities:

Reasons for departing the AES:

Anticipated departure date:

Source of funds:

Evidence of the unit's consideration of redirecting position based on research priorities:

Estimation by unit administrator of the need for a replacement (i.e., is it a position that is critical to the function of the unit and to the mission of the AES?)

Space and equipment needs for proposed position:

Estimated start-up package:

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.....Requested by:

.....Date:

(Signature)