

**THE UNIVERSITY OF LOUISIANA AT MONROE**  
**REQUEST TO ADVERTISE CLASSIFIED POSITION**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Dean/Director)

FROM: \_\_\_\_\_ DEPT: \_\_\_\_\_  
(Budget Unit Head)

\_\_\_\_\_  
(Budget Unit Head Signature)

**Type of Appointment**

Probational/Permanent       Job Appointment       Restricted

Replacing:      Name: \_\_\_\_\_  
                    Title: \_\_\_\_\_  
Expected Start Date: \_\_\_\_\_

**Justification (optional)**

**Salary Information**

Salary Range:                      From: \_\_\_\_\_                      To: \_\_\_\_\_  
Approved Budget Limit: \_\_\_\_\_  
Account Code(s) and Percentage(s)  
to be charged: \_\_\_\_\_

**Approval Signatures**

_____	_____
(Dean/Director)	(Date)
_____	_____
(Vice President of Division)	(Date)
_____	_____
(Budget Office)	(Date)
_____	_____
(Human Resources)	(Date)

**Routing**

From **Budget Unit Head to Dean/Director**  
From **Dean/Director to Budget Office**  
From **Budget Office to Vice President's**  
From **Vice President's Office to Department of Human Resources**