

Request to Recruit an NDSU Extension Position

Date of request:

Department/Unit:

Position title:

New position: Yes No

Name of former employee:

Length of service:

His/her responsibilities:

Reason(s) for departing NDSU Extension:

Anticipated departure date:

Source of funds:

Evidence of the unit's consideration of redirecting position based on Extension 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 NDSU Extension?)

Space and equipment needs for proposed position (area and state specialists only):

Estimated start-up package (state specialist only):

Requested by:

Signature and date of person requesting to recruit

Approval signatures: