



Position Release Form

Submitter's Name:

Today's Date:

Approving Manager:

Proposed Start Date:

Salary:

Proposed End Date:

Department:

Department Code:

Direct Supervisor:

(Will be completing Paylocity onboarding tasks)

Position Title:

Reason for vacancy:

Previous or Present Incumbent's Name/Title/ Salary:

Please highlight all that apply:

Budgeted

Not Budgeted

Position Status:

Regular Faculty

Term Lecturer

Adjunct Faculty

Exempt Staff

Non-exempt Staff

Temporary/Seasonal

Other:

Advertisements: **PSC, Indeed, LinkedIn, Glassdoor, ZipRecruiter, Monster, NYS Labor,**

Search Committee Members and Chair:

Please send completed form and Position Description or Vacancy Notice to bgarver@paulsmiths.edu