

FORDHAM UNIVERSITY

Notification of Administrative Vacancy

Position Information

Department	
Budget Number (16 Digit FOAP)	Position Number
Position Title	
<input type="checkbox"/> Replacement <input type="checkbox"/> New/Restructure*	Replacement for
Yearly Performance Appraisal given by:	
Last Date of Employment	Current Budgeted Salary

Posting Information

Responsibilities	
Qualifications	
Starting Date	Assigned Buddy
Resumes attention of	

Approvals

Submitted by: _____	Date: _____
Vice President's Approval: _____	Date: _____
Human Resources Approval: _____	Date: _____
Budget Office Approval: _____	Date: _____
Human Resources Posting Date: _____	

* If restructuring or reorganization, please attach explanation.