

Faculty & Academic Administration Advertisement Approval Form

Date: _____	Position to be advertised: _____
School: _____	Department: _____
Requested by: _____	
This position is a:	<input type="checkbox"/> New Position <input type="checkbox"/> Replacement for: _____
Grant funded: _____	Grant FOAPALB#: _____

Advertisement wording must be in Word Doc format and sent via e-mail to: Alison.M.Zorn@hofstra.edu
*****If this is not done it will delay the posting of your ad*****

Placement in:	Applicant Deadline:	Check off those of interest:	*Cost:
1.) Hofstra Website	_____	<input type="checkbox"/>	*
2.) **IMDiversity.com	_____	<input type="checkbox"/>	*
3.) ***Academic Network DFAD	_____	<input type="checkbox"/>	*
4.) Higheredjobs.com	<input type="checkbox"/> 30 Day Posting <input type="checkbox"/> 60 Day Posting <input type="checkbox"/> 90 Day Posting		*
5.) InsideHigherEd.com	60 Day Posting		*
If you are requesting additional placements you MUST include the cost in righthand column.			
6.)	_____	<input type="checkbox"/>	\$ _____
7.)	_____	<input type="checkbox"/>	\$ _____
8.)	_____	<input type="checkbox"/>	\$ _____
9.)	_____	<input type="checkbox"/>	\$ _____

*****PLEASE BE SURE TO INDICATE THE LENGTH/DEADLINE OF POSTING FOR THE NONSTANDARD PUBLICATIONS*****

E-mail address that responses are to be sent to: _____

Administrative Position 19500-20003-71313

FOAPALB#: Faculty Position 19500-60000-71313

Law School Position 19500-25001-71313

Signatures:

Department Head: _____ Date: _____

Dean: _____ Date: _____

Provost's Office:

Richard M. Apollo, M.B.A.: _____ Date: _____

* = Cost of placement in 1-5 will be determined by the Office of the Provost

** = Required for all Faculty positions

*** = Required for FT Faculty positions