

Faculty & Academic Administration Advertisement Approval Form

Date: Position to be advertised:
School: Department:
Requested by:
This position is a: ☐ New Position ☐ 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="text"/>	<input type="checkbox"/>	*
2.) **IMDiversity.com	<input type="text"/>	<input type="checkbox"/>	*
3.) ***Academic Network DFAD	<input type="text"/>	<input type="checkbox"/>	*
4.) Higherjobs.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="text"/>		<input type="checkbox"/>	\$____
7.) <input type="text"/>		<input type="checkbox"/>	\$____
8.) <input type="text"/>		<input type="checkbox"/>	\$____
9.) <input type="text"/>		<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