SHIPPENSBURG UNIVERSITY

Office of Social Equity ▪ 1871Old Main Drive, Room 200 ▪ Shippensburg, PA 17257 ▪ www.ship.edu ▪
(717) 477-1161

Form B: Expenditure Request and Authorization for Placement of Advertisement

Department: _____

Vacant Position: _____

Name and Address of Publication and Publication Deadlines for **Paid** Advertisements: (Search committee may advertise in professional, technical, trade or discipline journal, and/or a major newspapers.)

_____ Est. Cost: _____

_____ Est. Cost: _____

_____ Est. Cost: _____

_____ Est. Cost: _____

A recruitment plan as described in the Search Handbook, pg. 4, must be attached.

_____ _____
CHAIRPERSON, SEARCH COMMITTEE DATE

I have reviewed the job description, advertisement and desired format, and the list of publications for advertising the vacant position stated above:

APPROVED AS REQUESTED APPROVED WITH CHANGES INDICATED

DISAPPROVED REASON: _____

_____ _____
COLLEGE DEAN DATE

I have reviewed the job description, advertisement and desired format, and the list of publications for advertising the vacant position stated above:

APPROVED AS REQUESTED APPROVED WITH CHANGES INDICATED

DISAPPROVED REASON: _____

_____ _____
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE

The funding for the placement of the attached advertisement in the above-listed publications and the format of the advertisement are:

APPROVED AS REQUESTED APPROVED WITH CHANGES INDICATED

DISAPPROVED REASON: _____

_____ _____
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE

I have reviewed the job description, advertisement and desired format, and the list of publications for advertising the vacant position stated above:

APPROVED AS REQUESTED APPROVED WITH CHANGES INDICATED

DISAPPROVED REASON: _____

_____ _____
DIRECTOR OF SOCIAL EQUITY DATE

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