

**Authorization to Conduct a Search  
in Academic Affairs**

The Dean ensures position data is complete and secures authorization for search from the Provost

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Date: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Position Supervisor: \_\_\_\_\_

New Position: \_\_\_\_\_ yes    If yes, attach completed "New Position Approval Form"  
                  \_\_\_\_\_ no     Incumbent: \_\_\_\_\_

PCN: \_\_\_\_\_ Title and/or Rank: \_\_\_\_\_

Special Conditions:

# Mos: \_\_\_\_\_ Salary Range: \_\_\_\_\_ Search Completion Deadline: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost's Approval: \_\_\_\_\_ Date: \_\_\_\_\_