

**UNIVERSITY OF OREGON**  
**Notification of Academic or Administrative Position Opening (NAPO)**  
**Request to Fill Position**

AA Posting #:	_____
EEO Code:	_____
Job Group:	_____
Census Code:	_____
FLSA:	Exempt • Non

If this is a NEW position—other than research or instructional—please enclose a statement from the Office of Human Resources confirming that the position has been approved for unclassified status.

Department: \_\_\_\_\_ Major Org: \_\_\_\_\_ Request Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**POSITION TO BE FILLED:**

Position #: \_\_\_\_\_ Title: \_\_\_\_\_ New Position?  Yes  No  
Term of Service (check one):  9-month  12-month Appt. % (FTE): \_\_\_\_\_  
Full-Time Annual Rate (range): \_\_\_\_\_ Type of Appointment: <pull-down list>  
Period of Appointment: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**FOR ACADEMIC POSITIONS ONLY:**

Rank: \_\_\_\_\_  
Tenure Status  Tenure-Related  Indefinite  Visiting Appointment (if checked, complete line below)  
(if applicable):  Either  Not-Applicable Replacement for: \_\_\_\_\_

**PREVIOUS INCUMBENT:**

Name: \_\_\_\_\_ UO ID: \_\_\_\_\_ Date of Separation: \_\_\_\_\_  
Full-time Annual Rate at separation: \_\_\_\_\_ Rank (if applicable): \_\_\_\_\_

**SOURCE(S) OF FUNDS FOR POSITION:**

Index: _____	Fund: _____	%: _____	Source of Additional Funds:
Index: _____	Fund: _____	%: _____	_____
Index: _____	Fund: _____	%: _____	_____
Index: _____	Fund: _____	%: _____	_____

**SEARCH PLAN/MINIMUM QUALIFICATIONS:**

Scope:  Local  Regional  National  
(Circle one) Closing Date or Application Review Begins: \_\_\_\_\_  
Required Degree: \_\_\_\_\_  
Required Experience: \_\_\_\_\_  
Required Teaching/Research Area (academic only): \_\_\_\_\_

**REVIEW AND APPROVAL:**

*VP's initials authorize the direct payment and/or personal reimbursement of search-related travel and entertainment expenses.*

(1) _____ Department Head/Designee	_____
(2) _____ Dean or Director/Designee	_____
(3) _____ Director of Affirmative Action/Designee	_____
(4) _____ Vice President/Designee	_____