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|  | **UHC-ACADEMIC POSITION REQUISITION Form (UHC-APRF)** |
| **Employee Profile** |
| Job Title:  | Budgeted: ⬜ YES ⬜ NO |
| Expected Joining Date: / / |  Employment Status: ⬜ Regular ⬜ Visiting |
| Nationality: ⬜ Saudi ⬜ Non-Saudi  | Gender: ⬜ Male ⬜ Female |
| **Replacement** |
| Is this a requisition for a replacement? |  ⬜ YES ⬜ NO |
| Replaced Name:  | Replaced Rank:  |
| **Position Requirements** |
| **Purpose of the position:** |
|  |
| **Education Requirements:** |
|  ⬜ Bachelor’s ⬜ Master’s ⬜ PhD ⬜ Others ……………. |
| **Languages:** |
|  ⬜ English ⬜ Arabic ⬜ Others ……………. |
| **Justification (if the position is not budgeted):**  |
|  |
| **Requester Details** |
| Department/ College: | Date: / /  |
| **Department Head**  |
| Name:  | Signature:  |

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| **Salary, Contract Duration, and Budget Review in Consultation with HR** |
| Recommended Basic Salary:  | Grade/Level: | Duration of contract (years):  |
| Requisition within approved budget |  ⬜ YES ⬜ NO |
| **Comments** |
|  |
| **Dean’s Approval** |
| Name:  | Date: / / | Signature:  |

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| **President’s Approval** |
| Name:  | Date: / / | Signature:  |