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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: |