

Mount Allison University  
**RECRUITMENT AUTHORIZATION**  
(for non-academic positions)

**POSITION AUTHORIZATION**

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

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

Position Title: \_\_\_\_\_  
*(attach position description)*

Pay Grade: \_\_\_\_\_

Employee Group:  MASA  CUPE  Grant  Non-Bargaining

Position Type:  Continuing  
or  
 Term:  
from \_\_\_\_\_ to \_\_\_\_\_

Schedule:  Full-Time  
or  
 Part-Time:  
hours per week & schedule \_\_\_\_\_

Reason For Filling Position:  Replacement - details: \_\_\_\_\_  
or  
 Other - details: \_\_\_\_\_

Is this position in your departmental budget?  Yes  No

Explain source of funds: \_\_\_\_\_

Notes/Comments:

\_\_\_\_\_  
Department Head/Director/Grant Holder

\_\_\_\_\_  
Budget Manager/Controller

\_\_\_\_\_  
Dean (if applicable)

Salary Account: \_\_\_\_\_

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
President (if applicable)

**APPOINTMENT AUTHORIZATION**

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

Recommended Candidate (attach resume): \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Salary: \_\_\_\_\_ Step: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (if term): \_\_\_\_\_ Probationary Period: \_\_\_\_\_

Notes/Comments:

\_\_\_\_\_  
Department Head/Director/Grant Holder

\_\_\_\_\_  
Human Resources