

Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, a copy of this form will be returned to the hiring unit.

Effective Date(s): Beginning Date: 01 Sep 2017 Ending Date: 30 Jun 2018

Contact Name: Julie Richmond Phone #: 453-2589 Email: richmond@siu.edu

Position: Fill/Create a New Position Classification: AP Staff

Proposed Position Rank/Title: Assistant Director, University Communications Position ID: \_\_\_\_\_

Appointment Type: Term Months of Appointment: \_\_\_\_\_ Salary Basis: Fiscal (7/1-6/30)

TE: 100% Salary Rate (maximum salary rate to be offered: 433.33 Total FY/Annual Cost: 52,000

Replacement, previous rank/title: \_\_\_\_\_ Prior incumbent: \_\_\_\_\_

Hiring Department/Unit: University Communications and Marketing College/Unit: University Communications and Marketing

JS Budget Purpose #(s): 272744

Security/Safety Sensitive: N/A

Is proposed hire a SURS retiree? No If yes, please provide both of the following forms and attach to this request.

Proposal for Re-Employment of a SURS Employer Retiree- <http://eforms.siu.edu/siuforms/info/hro1087.php> and

Statement of Applicant's State Universities Retirement System (SURS) Annuity Status- <http://eforms.siu.edu/siuforms/info/hro1086.php>

Has the proposed selected individual been employed at SIU Carbondale (including student employment) within the past 12 months? ☐ Yes ☒ No

If Yes, in what type of appointment? \_\_\_\_\_

Comments (rationale, explanation, specialty factors, etc.):

The university has agreed to identify appropriate employment for the family member of a key hire. Melissa Germain brings relevant communications experience in a higher education environment and has a broad skill set that includes multiple aspects of communications and marketing, including working with print, news media, websites and social media, as well as strong communications, interpersonal and project management skills. I have spoken with her about her interests and skill sets, and they very much align with this position.

#### Recommendation:

Rae Goldsmith 7-26-17  
Chair/Fiscal Officer Date ☐ Approved ☐ Not Approved

\_\_\_\_\_ \_\_\_\_\_  
Vice Chancellor/Provost Date ☐ Approved ☐ Not Approved

Randy J. Dunn 7/27/17  
President (if applicable) Date ☒ Approved ☐ Not Approved

\_\_\_\_\_ \_\_\_\_\_  
Dean/Director Date ☐ Approved ☐ Not Approved

\_\_\_\_\_ \_\_\_\_\_  
Chancellor (if applicable) Date ☐ Approved ☐ Not Approved

5029  
2/16 AND AS ACTING CHANCELLOR

(RJD)