

**SEARCH INITIATION**

**Department Name and Number** \_\_\_\_\_

*Position Title:* \_\_\_\_\_ *(Must Attach Job Description)*

*Proposed Start Date:* \_\_\_\_\_ *Ending Date (If Applicable)* \_\_\_\_\_

*Funding Source* \_\_\_\_\_ *Acct. #* \_\_\_\_\_

*Appointment Type:* Faculty \_\_\_\_\_ Staff \_\_\_\_\_

Regular Full-time \_\_\_\_\_ Full-time temporary \_\_\_\_\_

Part-time (under 30 hrs.) \_\_\_\_\_ Part-time temporary \_\_\_\_\_ Hrs. per Wk. \_\_\_\_\_

\_\_\_\_\_ Other, Please Describe \_\_\_\_\_

*Justification for Search:*

- New Position (*Provide brief justification*): \_\_\_\_\_  
\_\_\_\_\_ Salary Range: \_\_\_\_\_
- Replacement (*Replacing who?*) \_\_\_\_\_ Salary Range: \_\_\_\_\_

*Search Committee Members (If applicable):* Chair \_\_\_\_\_ (*Coordinates Campus Visit*)  
Others \_\_\_\_\_  
\_\_\_\_\_

*Request to begin Search:*

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

(Review for completeness of request before submitting to President)

VP/Cabinet Member \_\_\_\_\_ Date \_\_\_\_\_

VP/CFO \_\_\_\_\_ Date \_\_\_\_\_

**\*\* NOTE: VP SIGN ON REVERSE SIDE FOR ADVERTISING BUDGET COMMITMENT.**

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Decision of President: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Hold \_\_\_\_\_

President's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advertising recommendations:

POSITION TITLE: \_\_\_\_\_

FACULTY POSITION: \_\_\_\_\_ STAFF POSITION: \_\_\_\_\_

Online, Tusculum College HR website \_\_\_\_\_

The Chronicle of Higher Education, (next available issue) \_\_\_\_\_

- Formal Block Ad with Logo \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Line Ad \_\_\_\_\_ Approx. Cost \_\_\_\_\_

Newspapers

- The Greeneville Sun Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Johnson City Press Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Morristown Citizen News Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Newport Plain Talk Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Kingsport Times News Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Bristol Courier Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Knoxville News Sentinel Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Chattanooga Times Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_
- Other \_\_\_\_\_ Dates: \_\_\_\_\_ Approx. Cost \_\_\_\_\_

Other\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Association publications sometimes require membership in order to post positions. Approval is still needed before posting.

**ATTACH AD COPY AND E-MAIL FINAL DRAFT TO [mbyanski@tusculum.edu](mailto:mbyanski@tusculum.edu). AD COPY MUST BE SUBMITTED BY 9:00 A.M. ON FRIDAY FOR WEEKEND ISSUES.**

**DEPARTMENT BUDGET & LINE ITEM NUMBER FOR CHARGE:**

Dept. \_\_\_\_\_ Line Item # \_\_\_\_\_

VP/CABINET MEMBER SIGNATURE \_\_\_\_\_ (Approves Charge)

COMMENTS:

*Ad Samples on Page 3 & 4*  
**AD SAMPLES**  
*(For Estimating Cost to Advertise)*

Greeneville Sun \$61.20

Greeneville Sun \$87.08

Knoxville New Sentinel \$146.20 (Sun/Mon.)  
(\$139.42 Sunday Only)

(HR has ad sample to estimate the cost of advertising a particular ad)

Chronicle Line Ad \$368.00

Johnson City Press \$90.17  
(Includes \$10.00 on-line fee)

Newport Free Press \$90.17

Johnson City Press \$37.72

Chronicle Box Ad with Logo

*(Insertion in one issue and on-line 30 days)*

\$2,430.00

(HR has sample ad)