



# TEXAS SOUTHERN UNIVERSITY

Department of Human Resources

• Ph: 713-313-7521 • Fax: 713-313-4347 • hrcommunications@tsu.edu • www.hr.tsu.edu

## 2018-2019 Faculty Job Request Form

*Supervisor Contact Information- Please complete all fields.*

Supervisor Name		Supervisor Title	
Department/Building		Room #/ Floor	
Phone Number		Email Address	
Back Up Supervisor		Back Up Title	
Back Up Phone Number		Back Up Email	

*List Applicant Names*

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

*Job Information- Attach additional documents, if needed.*

Job Title		Date of Hire	
Work Location		No. of Positions	

*List Job Duties:*

*Human Resources Office Only*

Date Posted Online:	Date:
JOBREQ#:	

Please send your documents to:  
Texas Southern University  
Department of Human Resources  
3100 Cleburne Street, Houston, TX 77004