

## FACULTY POSITION REQUEST FORM

1. **Title of Position/Rank** \_\_\_\_\_ Date \_\_\_\_\_  
 Department \_\_\_\_\_ School/College \_\_\_\_\_

2. **Type of Appointment**

Faculty  Regular  
 Academic Dept. Head  Temporary or Grant Position from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Full-Time  State Funded: Account Number \_\_\_\_\_  
 Part-Time  Grant Funded: Account Number \_\_\_\_\_

Fiscal Year  New Appointment  
 Academic Year  Replacement for \_\_\_\_\_  
Name Position Number

Tenure Track \_\_\_\_\_ \$ \_\_\_\_\_  
 Non-Tenure Track \_\_\_\_\_  
Rank/Title Date of Termination Correct Budget  
 (Resignation letter must be attached)

3. **Need for position** (If necessary, attach sheet of additional information.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. **Expenses associated with request:**

<u>Item</u>	<u>Estimated Amount Needed</u>	<u>Funding Source</u>
a. Salary	\$ _____	_____
b. Computer Purchase	\$ _____	_____
c. Moving Expenses (if negotiated)	\$ _____	_____
d. Search Costs	\$ _____	_____
e. Other: _____	\$ _____	_____

5. **Requested start date** \_\_\_\_\_ at a **contract salary** not to exceed \$ \_\_\_\_\_, depending on experience and qualifications.

6. **Initiator's signature** \_\_\_\_\_  
Director/Department Head/Dean Date

7. **Dean's Action**

Approved  As Requested  Denied  Conditions/Modifications (specified below)

\_\_\_\_\_  
 \_\_\_\_\_

Dean's Signature Date

8. **Provost's Action**

Approved  As Requested  Denied  Conditions/Modifications (specified below)

\_\_\_\_\_  
 \_\_\_\_\_

Provost's Signature Date

**FACULTY HIRE REQUEST FORM (Attach vitae and official transcript(s) of all graduate coursework.)**

1. **Title of Position/Rank** \_\_\_\_\_ Date \_\_\_\_\_  
 Department \_\_\_\_\_ School/College \_\_\_\_\_

2. **Appointee's Title, Name and Address**  
Dr. Mr. Ms. Mrs. \_\_\_\_\_  
 Street/Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. **Position Number** (if available) \_\_\_\_\_ **Race** \_\_\_\_\_ **Sex** \_\_\_\_\_  
**Citizenship** \_\_\_\_\_ **Visa Type** \_\_\_\_\_

4. **Expenses associated with request:**

<u>Item</u>	<u>Actual Amount Needed</u>	<u>Funding Source</u>
a. Salary	\$ _____	_____
b. Computer Purchase	\$ _____	_____
c. Moving Expenses (if negotiated)	\$ _____	_____
d. Search Costs	\$ _____	_____
e. Other: _____	\$ _____	_____

5. **Approved Appointment Date** \_\_\_\_\_ **Comments** \_\_\_\_\_  
**Approved Rank** \_\_\_\_\_ **Comments** \_\_\_\_\_  
**Years Prior Service Credit Toward Tenure** \_\_\_\_\_ **Comments** \_\_\_\_\_

6. Candidate has shown proficiency in **Oral Communication**  **Written Communication**

7. **Document the total number of applicants** for this position from the following categories. (Written documentation should be retained by the department for three years.)

Total	Sex		Race												Vietnam-Era Veteran		Handicapped/ Disabled		Age 40-65		
			American Indian Alaskan Native		Asian or Pacific Islander		Black		Hispanic		Caucasian		Other								
			M	F	M	F	M	F	M	F	M	F	M	F							M

8. **Final Candidates**

Name	Sex	Race	Highest Degree	Source Notification	Reason for Offer Rejection

9. Educational institutions, individuals, and/or organizations contacted and publications where advertised. Also, list other efforts to identify and solicit qualified minority applicants.  
 \_\_\_\_\_  
 \_\_\_\_\_

10. **Initiator's signature** \_\_\_\_\_ Date \_\_\_\_\_  
 11. **Dean's Signature** \_\_\_\_\_ Date \_\_\_\_\_  
 12. **Business Manager for Academic Affairs** \_\_\_\_\_ Date \_\_\_\_\_  
 13. **Affirmative Action Officer** \_\_\_\_\_ Date \_\_\_\_\_  
 14. **Provost's Authorization** \_\_\_\_\_ Date \_\_\_\_\_  
 15. **VC/Finance & Operations** \_\_\_\_\_ Date \_\_\_\_\_  
 16. **Return to Provost's Office for distribution.**