

To: Office of the Provost, Campus Box 7

A. REQUEST TO HIRE FACULTY MEMBER

Position Name: _____

Department: _____

Rank: _____

Tenure Track? Yes () No ()

Addition to Faculty? Yes () No ()

Replacement of Faculty? Yes () No ()

Name of Faculty Member Replaced: _____

Anticipated Hire Date: _____

Salary: _____

Position Funding:

Existing funds currently in faculty line/departmental budget? Yes () No ()

Source Account Number _____

New/additional internal college funds needed? Yes () No ()

Source Account Number _____

Additional Amount _____

New/additional provost's funds needed? Yes () No ()

Amount Needed _____

Faculty office/lab/other space needed? If yes, explain Yes () No ()

B. AFFIRMATIVE ACTION IN FACULTY HIRING - REQUEST TO ADVERTISE

Assuming that all top candidates for this position meet the professional qualifications, what are the top three criteria you intend to use in comparing the candidates' abilities to advance the goals of your department.

Attachments:

Position Description Yes () No ()

Search Plan Yes () No ()

Proposed Advertisement & Projected Cost Yes () No () Cost: _____

Originated by: _____ Date: _____

Dean's Approval: _____ Date: _____

Provost's Approval: _____ Date: _____

Financial Affairs Approval: _____ Date: _____

Date Sent to Human Resources: _____/_____/_____