



To be completed by the Department Chair before recruitment or hire of faculty. Must be routed for appropriate approvals listed below. For part-time positions, please complete sections 1 and 3 only. For full-time positions, complete all sections and attach advertisement draft. The Vice Dean, Academic Affairs & Research must approve all ads.

Today's Date: _____ Department Name: _____

SECTION 1: POSITION

This is a New Position Replacement If replacement, prior incumbent: _____

Prior Incumbent's Salary _____ End Date: _____

Position Vacated: _____ Position #: _____

Please select appropriate categories: Non-Clinical Clinical Part time (112) Full Time (102)

Proposed academic rank: _____

Proposed salary or salary range: _____ Anticipated Start date: _____

Chart field to be charged: _____ / _____ / _____ / _____ / _____ (51102 – Full Time, 51112 – P/T Faculty)
Account Fund Organization Program Project

SECTION 2: FULL TIME FACULTY RECRUITMENT & SEARCH (Attach a draft of the advertisement) ONLY – NOT FOR ADJUNCT HIRE

List publications and other venues where the ad is to be placed, including online sites:

Who will chair the search? _____

List the search committee members:

SECTION 3: AUTHORIZATION

1. Signature of Department Chair _____ Date _____

2. Signature of Assistant Dean, Human Resources & Faculty Services _____ Date _____

3. Signature of Assistant Dean, Finance & Business Operations _____ Date _____

4. Signature of Vice Dean, Research and Faculty Affairs _____ Date _____

5. Signature of Executive Vice Dean for Administration, Finance, Clinical & Student Services _____ Date _____