REQUEST FOR AUTHORIZATION TO RECRUIT

Chair/Director: Complete parts 1-9
Dean: Complete parts 10-13
Senior Vice President and Provost: Complete parts 14-17

1. College

2. Type of request: □ vacant position □ additional position (not currently in budget)

3. Position Description: (A) Incumbent (B) New Appointee

   Name: xxxxxxxxxxxxxxxxxxxxxxx

   Rank/Title

   Termination date: xxxxxxxxxxxxxxxxxxxxxxx

   Starting date: xxxxxxxxxxxxxxxxxxxxxxx

   Source of funds: Funds currently on

   Account #: Position #

   If recruiting on a group position or additional funds are needed from within the college, specify account and position number for these funds.

   Account # Position #

4. New Appointee Information:

   Requested salary: $ Academic/Fiscal Percent time: %

   Employment status: (temporary, tenured, or probationary)

5. Estimation of Non-Salary Support: Temporary/start-up (e.g., lab setup)

   Source(s) of funds: Provost $ College $

   Research $ Other $

   Estimation of Salary Support: (summer, GAs, etc.)

   Source(s) of funds: Provost $ College $

   Research $ Other $

   Space needs/renovation estimate:
6. Explanation of proposed salary and non-salary support:

7. Minimum qualifications, specify degree and specialty

8. Programmatic Justification for the Position:

9. Chair/Director’s signature ___________________________ Date ________________

10. Total number of recruitment requests from college

11. Priority of this request in relation to others in recruitment plan

12. Recommended rank ___________________________ Recommended salary

13. Dean’s signature ___________________________ Date ________________

14. Senior Vice President and Provost’s action:
   - [ ] Approve recruitment
   - [ ] Disapprove recruitment
   - [ ] Approve with modification
   - [ ] Return for more information

15. Approved rank ___________________________ Approved salary __________________

16. Signature ___________________________ Date __________________

17. Modification and/or comments:

10/19/00