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. Department

Type of request: ☐ vacant position ☐ additional position (not currently in budget)

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

   Name: xxxxxxxxxxxxxxxxxxxxxxxxx

   Rank/Title: xxxxxxxxxxxxxxxxxxxxxxxxx

   Termination date: xxxxxxxxxxxxxxxxxxxxxxxxx

   Starting date: xxxxxxxxxxxxxxxxxxxxxxxxx

   Source of funds: Funds currently on
   Account #/Position #: / 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  □ Approve with modification
   □ Disapprove recruitment □ Return for more information

15. Approved rank ___________________________  Approved salary ___________________________

16. Signature ___________________________ Date ___________________________

17. Modification and/or comments:

/1
10/19/00