



Request to Hire – Full Time Faculty

All requests must be accompanied with an updated job description.

Hiring Manager: _____ Date of Request: _____

Position Title: _____ New Position: Yes No

Replacement for: _____ Start Date: _____

Department Name: _____ Budgeted Salary: _____

Position Details

Rank: Instructor Assistant Professor Associate Professor Professor

Experience Required: Jr. Faculty Mid-Career Subject Matter Expert

Proposed Recruitment Sources:

Search Committee Members: (Department Members, Outside Department Members, Person representing cultural diversity)

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

APPROVALS

Department Head/Chair: _____ Date: _____

Vice President: _____ Date: _____

Assistant Vice President HR: _____ Date: _____

V.P. for Finance/Treasurer: _____ Date: _____

V.P. for Technology & Institutional Effectiveness: _____ Date: _____

President: Approved for immediate action Approved but deferred (see comments) Denied

Signature: _____ Date: _____

Comments: _____