Molloy College – Request to Hire Form – FT Faculty

Chairperson: _______________________________  Date: ___________________
Position Title: ________________________________ New Position: ____Y ____N
Replacement for: _____________________________ Effective Date: ___________
Department Name: ____________________________ Budget # _______________

Position Details

Proposed Recruitment Sources:
1. _______________________________________
2. _______________________________________

Proposed Search Committee Members: (Dept. members, outside department member, person representing cultural diversity.
1. _______________________________________
2. _______________________________________
3. _______________________________________
4. _______________________________________
5. _______________________________________
6. _______________________________________

APPROVALS

Department Chair/Dean: _____________________________ Date: _____________
VP for Academic Affairs: ____________________________ Date: _____________
Human Resource Director: ____________________________ Date: _____________
V.P. for Finance/ Treasurer: ___________________________ Date: _____________
President: __________________________________________ Date: _____________

For Human Resource Dept. Use Only
Person Hired: ______________________  Date of Employment: ____________
Salary Offered: _______________________  EEO : _______________________