



# Request to Hire Full-Time Faculty

All request must be accompanied by an up-to-date job description.

Position Details.	
Hiring Manager:	Proposed Start Date*:
*If proposed start date is immediate, please provide a brief rational below:	
Position Title:	New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach justification memorandum.
Replacement for:	Date Position Vacant:
Hiring Manager Email: _____	Rank: <input type="checkbox"/> Instructor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor
Hiring Manager Phone Ext: _____	
Search Committee Members: (Department Members, Outside Department Members, Person representing cultural diversity)	
1. _____	2. _____ 3. _____
4. _____	5. _____ 6. <u>HR Representative</u>
Department Name: _____	
Office Location (Room #): _____	
<b>Failure to complete will delay the processing of this form. If unsure, contact facilities.</b>	
Comments: _____	
Schedule: (If hours are non-traditional, 9am-5pm, please indicate): _____	
Dean: _____	Date: _____
Vice President for Academic Affairs: _____	Date: _____
Human Resources (To be filled out by HR only)	
Assistant Vice President for HR: _____	Date: _____
Finance (To be filled out by Finance only)	
Budget: <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Out of Budget Request Comments: _____	
Controller: _____	Date: _____
Vice President for Finance & Treasurer: _____	Date: _____
President's Office	
<input type="checkbox"/> Approved for Immediate Hire <input type="checkbox"/> Approved – Deferred 30 days <input type="checkbox"/> Denied – See comments	
Comments: _____	
President: _____	Date: _____

**Please return to the Office of Human Resources**