



Request to Hire Full-Time Faculty

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

<b>Position Details.</b>	
Hiring Manager:	Proposed Start Date*:
*If proposed start date is immediate, please provide a brief rationale 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 <input type="checkbox"/> Auxiliary
Hiring Manager Phone Ext: _____	CIP Code: _____
	Position Control #: _____
<b>Search Committee Members: (Department Members, Outside Members, Equity Advocate)</b>	
1. <u>Chair</u> : _____	2. _____ 3. _____
4. _____	5. _____ 6. <u>Search Committee Liaison</u>
Department Name: _____ Office Location (Room#): _____	
<b>Failure to complete will delay the processing of this form. If unsure, contact facilities.</b>	
Schedule: (If hours are non-traditional, 9am-5pm, please indicate): _____	
Proposed Salary Range by Dean: _____	
Dean: _____ Date: _____	
<b>Human Resources (To be filled out by HR only)</b>	
CUPA Analysis: _____ Assistant Vice President for HR: _____ Date: _____	
<b>Academic Affairs Office (To be filled out by A.A. only)</b>	
Approved Salary Range: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No If no: _____	
Vice President for Academic Affairs: _____ Date: _____	
<b>Finance (To be filled out by Finance only)</b>	
<b>Budget:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	
*Out of Budget Request Comments: _____	
Controller: _____ Date: _____	
Vice President for Finance: _____ Date: _____	
<b>President's Office</b>	
<input type="checkbox"/> Approved for Immediate Hire <input type="checkbox"/> Approved-Deferred 30days <input type="checkbox"/> Denied	
President: _____ Date: _____	