

REQUEST TO RECRUIT A FACULTY MEMBER

School:

Department:

Description of the position / Title (please attach copy of advertisement)

Is this a new position?

Yes

No

If yes, has budget authorization been granted

Yes

No

If yes, identify hiring range \$

Is this an existing position?

Yes

No

If yes, name of incumbent:

Position being vacated for:

Termination or resignation

(date)

Retirement

(date)

Leave of absence

(date)

What special efforts will be made to implement our affirmative action policies?

Other comments or information:

I request permission to recruit for this position:

(Chair)

(date)

Approved:

(Dean)

(date)