



REQUEST TO INITIATE FACULTY SEARCH APPROVAL FORM

Section 1: POSITION REQUESTED

Form with fields: Date of Request, Department Name, College, Proposed Faculty Rank, Proposed Contract Type, Focus of Instruction, FTE, Academic year to be filled, Term.

Is this a new position? []
If you selected NO, please proceed to Section 2, Replacement Position If you selected YES, please proceed to Section 3, New Position

Section 2: REPLACEMENT POSITION

Form with fields: If replacement, name of prior faculty, rank, contract type, currently vacant, when vacant, position number vacated, credits taught, focus of instruction, last day taught, advertised before.

Form with fields: What Salary was offered in previous searches, When was the position last filled, Has this position been vacant for more than one academic year, If yes, reason being filled?

Section 3: NEW POSITION

Form with fields: If new position, how were the courses previously being taught?, Why is it important to be filled now?

Section 4: POSITION REQUIREMENTS & RESPONSIBILITIES

Form with fields: Average number of student credits /course expected, Focus of instruction, Job description, Total Credit hours or course load, List all courses to be taught:

**Please attach a list of all courses to be taught by the Faculty member, credit load and student count expected for each course.

Section 5: SALARY INFORMATION

Prior Salary without benefits: _____

BUDGETED SALARY: _____

What does the department plan to pay the Faculty Member?

Salary without benefits: _____

Funding Index number: _____

Will the position be funded from more than one index? _____

**If additional funding source will be used, approval from Fund Controller will be needed

If yes, list index and percentages here:

Section 6: PROGRAM SUPPORT

How have program head count trends changed over the last five (5) years?

Program student credits taught over the last five (5) years _____

Current program faculty to student ratio: _____

Other Issues you would like us to consider:

Section 7: APPROVAL

Dean of College _____

Date Approved: _____

Additional Funding Approval _____

Date Approved: _____

Provost _____

Date Approved: _____

Submission Instructions:

Step 1: complete form and necessary attachments

*As requested in Section 4 please attach a job description and the course list information

Step 2: Submit form to Dean of College for Review

Step 3: Dean of College submits request to the Provost Office

Step 4: Provost notifies the Dean of approval or Denial

Step 5: If approved, recruitment process can begin