

## Authorizations for Recruitment and Hiring for Full-Time Faculty Position

*Note: Proceeding with the recruitment process without authorization will result in all recruiting expenses being charged to the Department (or School if the Department does not have a separate budget). No contract will be issued for any position unless all approvals have been obtained.*

### Phase I: Initiate Recruiting and Advertise

#### **1. Authorization to Initiate Recruiting.**

*Attach position justification and position description.*

Dept: \_\_\_\_\_ Position requested: \_\_\_\_\_

This position is:

a. Continuing (“tenure track”)

If so, it is New: \_\_\_\_\_ Replacement: \_\_\_\_\_ (Replacing: \_\_\_\_\_ )

b. Temporary/Visiting (“non tenure track”)

Duration: 1 semester: \_\_\_\_\_ 1 year: \_\_\_\_\_

New: \_\_\_\_\_ Replacement: \_\_\_\_\_ (Replacing: \_\_\_\_\_)

*Note: “Visiting” Faculty may not be employed on a full time basis for more than five years.*

Projected Costs: Salary Range: \_\_\_\_\_

Total of other Estimated Costs: \_\_\_\_\_

- a. The faculty office location \_\_\_\_\_
- b. The estimated cost, if any, to refurbish office, including furniture. Please determine if this amount exceeds the amount allocated by the VPAA’s office. Only permanent faculty hire is eligible for refurbished office space. \_\_\_\_\_
- c. The location of the research/creative productivity space, if applicable. \_\_\_\_\_
- d. The estimated cost, if any, to refurbish research/creative productivity space. Only permanent faculty hire is eligible for refurbished research/creative productivity space. \_\_\_\_\_
- e. The identification in the attached faculty justification of any special needs for the position (more advanced computer, discipline specific software, etc.). Include estimated cost in this form. \_\_\_\_\_
- f. Source of funding if position is approved for the b, d, and e. \_\_\_\_\_
- g. Indication of whether the hire is a candidate for GIFD and at what the level (low, middle, high) of support. \_\_\_\_\_

*Note: Work orders for any required renovations must be submitted to facilities by February of the search. If a failed search occurs, the work order must be withdrawn.*

Dean \_\_\_\_\_ Date \_\_\_\_\_ VPAA \_\_\_\_\_ Date \_\_\_\_\_

**2. Authorization to Advertise.**

*Attach ad copy for approval and recruitment plan. Upon approval, submit ad copy, authorization, and address/fax# to Human Resources.*

Ad to Run in: \_\_\_\_\_

Approximate Cost: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

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Phase II: Interview and Extend Offer

**3. Authorization to Interview.**

Names of candidates to be interviewed:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**4a) Authorization to Extend Offer: FIRST CHOICE**

Candidate's Name: \_\_\_\_\_

Position/Rank: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Salary: \_\_\_\_\_

GIFD: \_\_\_\_\_

Computer needs: \_\_\_\_\_ Source of funds if above the basic package \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Moving Expenses: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

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Phase II: Interview and Extend Offer (cont.)

**4b) Authorization to Extend Offer: SECOND CHOICE**

Candidate's Name: \_\_\_\_\_

Position/Rank: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Salary: \_\_\_\_\_

GIFD: \_\_\_\_\_

Computer needs: \_\_\_\_\_ Source of funds if above the basic package \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Moving Expenses: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

**4c) Authorization to Extend Offer: THIRD CHOICE**

Candidate's Name: \_\_\_\_\_

Position/Rank: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Salary: \_\_\_\_\_

GIFD: \_\_\_\_\_

Computer needs: \_\_\_\_\_ Source of funds if above the basic package \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Moving Expenses: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ VPAA: \_\_\_\_\_ Date: \_\_\_\_\_