

Vacant Faculty Position Request Form

The purpose of this form is to provide organizational justification for filling a vacant faculty position. The faculty position request form must be completed prior to creating a position requisition (authorization to recruit) in the online recruitment system. Following the review, approval and signature by the Dean please submit the completed justification form, a current job description and all other relevant documents to the Office of the Provost.

Position Title: _____

College/Department/Expertise: _____

Position Reports to: _____ Phone: _____

Date Submitted: _____

A. Position Status

Existing Position: _____
(Title)

a. Name of member who is leaving/retiring: _____

b. Rank of member who is leaving/retiring: _____

B. Funding

Salary Source: Percent from: College budget ____% Endowment ____% Grant ____%

What is the estimated salary of new hire, how does it compare to salary of faculty being replaced?

Projected start-up funding required: Operating: _____

Capital: _____

Facility requirements (remodel): _____

Will start-up be one-time expenditure or over extended period please describe:

Will start-up be fully funded by college/school? If not, what portion will be funded by college/school:

If additional funds are needed, what is the source of the funds for start-up?

C. Justification for Requested Action

1. Describe the teaching, research, and service responsibilities of this position. Does position contribute to an area of research or distinct expertise? Is hire required to support enrollment growth?

2. Department or college/school profile: [Link](#) provides data on college/school or department for faculty, and students both graduate and undergraduate. Please review and provide assessment of data to support justification in hiring for this position.

3. Please describe efforts that have been taken to evaluate the current configuration of department or discipline to better support the faculty requirements for the department or college/school and justification for hire. Please provide any data that supports this request.

4. Alignment with university and college strategic goals: Please describe how hiring for this position advances university and/or college/school strategic goals or priorities.

SIGNATURES:

Hiring Authority: _____

Date: _____

Dean: _____

Date: _____

Office of the Provost: _____

Date: _____

Human Resources: _____

Date: _____