



Department Number		Dept Name	
Dept Chair or Director		Email	
Date of Submission		Program	
Area of Specialization		Position Priority if Requesting more than one (i.e. 1, 2)	

Justification for this Position (check all that apply)

<input type="checkbox"/> Required for Major/Graduate	<input type="checkbox"/> Diversity and Inclusion Hire	<input type="checkbox"/> New Research Area	<input type="checkbox"/> Program Accreditation	<input type="checkbox"/> Large-Enrollment Class
<input type="checkbox"/> Joint Hire	Joint Hiring Unit:			

If requesting a joint hire, the partnering unit must also submit a request form and an accompanying narrative

Start Date		Required Credentials		Academic Year
Requested Salary		Requested Startup	Office Space	
Requested Lab, Materials or Research Space (please specify):				

Please use the space below to provide a sampling of courses this candidate will teach along with average enrollment numbers.

Course	Title of Course	Average Enrollment

Faculty Replacement

Faculty Name: First		Faculty Name: Last	
Faculty Name: Suffix		Rank Requested	FTE Number
Salary/Compensation		Supplement	Separation Date
Tiger Talent Market Data		Salary Range	Median Salary
Comments:			

Please use the chart below to list all tenure tract faculty in your unit, their tenure status, and their academic specialty (including those with joint appointments or on Leave of Absence). Also designate faculty members who hold joint appointments.

Name	Tenure Status	Area of Specialization / Joint Appointment

Please see next page for further instructions

Along with the chart above, please provide a one-page narrative justifying this hiring request. Be sure to address issues such as:

- Your unit’s need for coverage in major or graduate coursework. Please be specific in terms of major and any courses or subjects that cannot be covered by present faculty.
- If this is a diversity and inclusion hire.
- The necessity of this hire for program accreditation. In the event of maintaining a required faculty/student ratio, please provide current numbers and explain the need for augmentation. If you are requesting this hire to cover a required component of your curriculum plan, please specify which course or area that requires coverage.
- If this is a joint hire with another unit. If you are requesting a joint hire, the chair or director of the partnering unit must also submit a narrative justifying the need for this hire.
- How this hire compliments your vision for your unit over the next three years.

For CAAH Dean’s Office Use Only

Budget Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Conditional Approval	/ / / / / / / / / / / / / / / / / /
Comments:				

Signature

Date

Academic Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Conditional Approval	/ / / / / / / / / / / / / / / / / /
Comments:				

Signature

Date

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Dean Signature

Date