



Department Name:	Program:
Department Chair or Program Director:	Email:
Rank Requested:	
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 Classes	<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:		
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 can and will teach, along with average enrollment numbers

Course	Title	Average Enrollment

Please use the attached chart (example below) to list all tenure track 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

Along with this form, 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 curricular 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

Faculty Replacement

Faculty Name		Rank		FTE Number	
Salary		Supplement		Separation Date	
Tiger Talent Market Data		Salary Range		Median Salary	
Comments					

Budget Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Approved with Modifications
Comments			

Signature

Date

Enrollment Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Credentials Required	
Comments				

Signature

Date

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Dean Signature

Date