INSTRUCTIONS
FACULTY
REQUEST TO RECRUIT FORM

Recruitment for full-time or part-time tenure track or full-time non-tenure track for one year or more (if not using the Vacancy Pool) must utilize a Request to Recruit Form prior to initiating the search process.

Date: Today’s date.
Position Number/Suffix: Enter position number if one exists. Contact the Provost’s Office with questions.

SECTION 1 – APPROVAL OF POSITION ALLOCATION
Attach a rationale for position allocation. The rationale describes how the position will add to or maintain the strength of the department/unit, whether in existing or new areas of emphasis, consistent with the department/college plan and contemporary standards in the discipline.

Comments: Optional.
New Position: Check box that applies. Contact the Provost’s Office if you are unsure about whether a new position is needed.

Faculty Status: Check box for tenure track or non-tenure track.
Contact Information: Provide contact information for questions and routing.

POSITION INFORMATION
Position Rank – See the Faculty Handbook for accepted ranks, i.e., Assistant Professor.
Appointment Length in Months - Normally 9 months.
Appointment % - Same as FTE, i.e., 1.0 FTE = 100% appointment, .5000 FTE = 50% appointment.
FTE – Use annual faculty FTE.
Person Being Replaced – If applicable.
Recommended Salary (estimate), step and corresponding amount – to be completed by the Contact Department.
Approved Salary (estimate), step and corresponding amount – to be completed and initialed by the Provost.
Estimated Start Date - Normally 9/16/ _ __.

FUNDING INFORMATION
Provide the budget(s) from which the position will be funded.

ALLOCATION APPROVALS
Route the form for signatures in the order given.
The Provost’s Office will send the form back to the Contact Department for development of the needed attachments listed in Section 2.
The Provost’s office will send a copy of the form to the Dean’s office.
If allocation is not approved, the form will be returned to the Contact Department with the notation, “not approved.”

SECTION 2 – DEVELOPMENT AND APPROVAL OF RECRUITMENT DOCUMENTS
Contact the Equal Opportunity Center, OM 375, ext. 3306, to develop a Position Announcement, Position Ad, Recruitment Plan, and Rating Tool.

DOCUMENT APPROVALS
Attach the recruitment documents and route the form for signatures in the order given.
The EOC will complete the Search #.
The Provost’s Office will send the form back to the Contact Department.
The Provost’s Office will send a copy to the EOC.
(If changes are made to the documents after EOC approval, the Provost’s Office will send the form back to EOC for review.
EOC will notify the Contact Department of the approval to advertise and route the form to the Contact Department.)

SECTION 3 – APPROVAL OF APPLICANT POOL AND FINALISTS
Complete the Applicant Record Form specifying the finalists and noting the disposition for all other applicants.
Attach the Applicant Record Form to the Request to Recruit Form and route for signatures in the order given.
(In the College of Arts and Sciences, Section 3 is completed at a meeting of the Department Chair, EOC Director, and Dean)

SECTION 4 – APPROVAL TO MAKE OFFER
Fill out the offer information. Attach:
(1) Proposed letter of offer,
(2) Memo of justification for the selection including a specific disposition for all finalists,
(3) Candidate’s vita,
(4) Salary justification if the offered salary differs from the authorized salary in Section 1.
Route the Form with attachments for signatures in the order given.
The Provost’s Office will send a copy of the form to EOC, and a copy to the Dean’s office, and keep a copy in the Provost’s Office.
The Provost’s Office will send the original form and all attachments back to the Contact Department with the signed letter of offer.
If the offer is not accepted, the steps in Section 4 are followed for Offer #2.