



Academic Position Request/FTE Form

This form must be approved prior to a search.

The approved Position Request Form must be included with hiring package and submitted to Human Resources
An approved faculty position is in effect for 24 months from date of approval.

Search to begin: _____ Campus: _____
(month/year)

College/Division: _____

Department: _____

Does hire result in FTE baseline being exceeded? Yes No _____
Contact Name/Tel. Number

Complete for Academic Hires Only (one position per sheet)

Type of Position:

- Tenure/Tenure-Track
- Non-Tenure-Track

Type of Action:

- New Position Faculty Replenishment (Use object code 51308)
- Tenure-Track position replacement for: _____
- Non-Tenure-Track position replacement for: _____

Required Information

_____	_____
<small>Faculty Rank or Position Title</small>	<small>Proposed Salary Range</small>
Source of Funding	_____ Department _____ Fund _____ Object Code _____
Proposed Hire Date	FTE for the Position: (check one) <input type="checkbox"/> Full-time, 12 month position.....1.00 FTE <input type="checkbox"/> Full-time, 10.5 month position.....0.8653 FTE <input type="checkbox"/> Full-time, 11 month position.....0.0938 FTE <input type="checkbox"/> Full-time, 9 month position.....0.75 FTE

Approval Recommendations

_____	_____
<small>Department Head</small>	<small>Dean/Asst. VP or Director</small>
_____	_____
<small>Date</small>	<small>Date</small>
<input type="checkbox"/> Recurring Funds will be used to support this position - Forward to Vice President/Provost/Chancellor <input type="checkbox"/> Recurring Funds will NOT be used to support this position - Forward to Vice President for Finance & CFO** **Explain Funding source if recurring funds will not support this position: _____ _____ What specific adjustments will be made in the future to enable this position to be sustained if resources levels further decline? _____	

For Vice President for Finance & CFO Use Only

Vice President for Finance & CFO Comments: _____

_____ Date _____
Vice President for Finance & CFO Approval

Approval

_____ Date _____
Vice President/Provost/Chancellor