

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: _____
(month/year)

Campus: _____

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

_____ Faculty Rank or Position Title	_____ Proposed Salary Range	
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

_____ Department Head	_____ Date	_____ Dean/Asst. VP or Director	_____ Date
<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: _____

_____ Vice President for Finance & CFO Approval

_____ Date

Approval

_____ Vice President/Provost/Chancellor

_____ Date