



FACULTY POSITION APPROVAL FORM

Form Initiation Date: _____ Required for full-time or part-time faculty

SECTION I: POSITION AND LABOR DISTRIBUTION INFORMATION

Position Number: _____	Budgeted Amount \$ _____
Rank and Description: _____	Provost Office Approval _____
School/Dept: _____	Budget Office Approval _____
School/Dept Contact Info: _____	

- Position Type: Tenured/Tenure Track Non-Tenure Track
- Approval Type: President Approved Hiring Plan Off-Cycle Signed President Approval Gap
- Not Approved (attach funding request)

Position Budget \$ _____ Home Org _____

Fund	Org	Percent	Fund	Org	Percent
1.			2.		

Please attach Provost Startup form (tenured/tenure-track only)

SECTION II: REQUEST TO ADVERTISE / POST

- Type of Request:
- Request to initiate a search
 - Request to re-start search or renew advertising
 - Request for five (5) day posting (For Provost Office Use Only)
 - Other: _____

Please attach proposed ad for new and renewed ads. Format must be editable (e.g. MS Word).

Search Number _____	Provost Office Approval _____
Completion Date _____	Division of HR Approval _____

SECTION III: REQUEST TO APPROVE A NEW APPOINTMENT

Selected Candidate Name: _____	Provost Office Approval _____						
Proposed Title: _____	Budget Office Approval _____						
Proposed Start Date: _____	Only complete if different from Section I						
Proposed Salary: _____	<table border="1"> <tr> <th>Fund</th> <th>Org</th> <th>Home Org</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Fund	Org	Home Org			
Fund	Org	Home Org					

1. What action is being requested? (check all that apply)
- Approve to hire with search (AA form attached)
 - Approve to hire – no search
 - Hire less than 1 year with no search (1st appointment only, search required in time for 1st extension)
 - Search waiver (attached sufficient justification)

2. Attachments
- AA Form (required for approval to hire with search)
 - Memo to Provost from Dean (required for all appointments)
 - CV, references, other application materials (required for all appointments)
 - Invitation of Employment Letters (Dean/Provost) (required for all appointments)

Approved Pay _____	\$ _____
Division of HR approval to extend invitation of employment _____	

Purpose: The Faculty Position Approval Form (PAF) is used to request new faculty positions, search for faculty for those positions, and hire a faculty candidate into a specific position. Each section of the PAF must be completed, as outlined below, and submitted to the Office of the Provost as far as possible in advance. A PAF is to be submitted to the Office of the Provost with every new faculty request. Completion of the form does not guarantee approval of the request. Questions regarding the PAF can be directed to the Office of the Provost.

Instructions for Completing the Faculty Position Approval Form:

Form Initiation Date: Date the form is first sent to the Provost's Office.

Section I: Position and Labor Distribution Information is to be completed on every PAF that is submitted.

Position number¹: A position number is required. If requesting approval to create a new position number, please contact the Office of the Provost.

Rank and Description: Enter the position title.

School/Dept: Name the school and primary department for the position. Provide the school or department contact person's name, email, and phone number.

Position Type: Check the appropriate box.

Approval Type: Check the appropriate box. If selecting 'Not Approved,' a funding request memo should accompany the PAF.

Position Budget/Budgeted Amount²: Enter approved position budget and funding information. Fund, Org and Home Org must be included. When listing multiple funding sources, include the percentage to be charged to each.

Section II: Request to Advertise/Post

Check the appropriate box and attach the proposed ad in an editable format (e.g., MS Word).

Section III: Request to Approve a New Appointment should only be completed once a candidate for the position has been selected.

Selected Candidate Name: Individual selected to fill the position.

Proposed Title: Selected candidate's proposed title.

Proposed Start Date: The first day of the appointment.

Proposed Salary: Enter the amount.

What action is being requested?³: Check the appropriate box. A competitive search is required for all appointments that extend beyond one-year. An Affirmative Action (AA) form must accompany the PAF if a search was done. If a search was not done, the appointment must be for one year (or less), or justification for a search waiver should be submitted with the PAF.

Attachments: Check the appropriate boxes for the items that are being submitted with the PAF.

¹ Do not submit a PAF with 'NEW' for the position number. If you aren't sure what position number to include, contact the Provost's Office. For GAP appointments, each school will be pre-assigned pooled GAP position numbers specific to each faculty rank (Lecturer, Sr. Lecturer, Professor of Practice, Teaching Fellow). These position numbers will be used for all new GAP faculty with the same rank within the School.

² If selecting "Not Approved" for the approval type, funding information should be left blank and a funding request memo is to be submitted along with the PAF. Once the funding request has been approved, a new PAF is to be submitted to the Provost's Office with the funding information included.

³ A competitive search is required for all faculty appointments that extend beyond one year. An Affirmative Action form must accompany the PAF if a search was done. If hiring a faculty member for one year or less, a search is not required at the time of hire. However, if the School has a faculty candidate in mind, it is highly recommended that the candidate apply to the School's pooled position ad so an Affirmative Action form can be completed prior to their hire. If a search wasn't initiated, it would be required prior to the first extension of the faculty member.