

FACULTY REQUEST TO HIRE

Department:

Position Title:

Candidate Selected:

Proposed Salary:

From GL Account#:

Available Balance:

as of

Date (MDY)

GENERAL INFORMATION

Visiting, Non-tenure track

Tenure-track

Adjunct

Beginning Date of Employment:

Total Number of Applications:

Total Number of Candidates Interviewed:

Supporting Documentation Required: Attach reference checks, evaluation forms and release forms and any other supporting documentation, then forward to the Provost for approval.

APPROVAL SIGNATURES

Signature: _____
Department Head Date

Signature: _____
Provost Date

Signature: _____
Director of Human Resources Date

TO BE COMPLETED BY HUMAN RESOURCES

Background checks completed: _____

Offer Letter Routed for Signature: _____

EVALUATION

Please list the names of those serving on the Search Committee:

Name of Candidate Interviewed	M/F	Race (If known)	Key Qualifications: List the key qualifications in boxes 1-4 for the position and indicate the degree to which each candidate meets each essential qualification. (For example: Meets, Exceeds, Does not meet).			
			1.	2.	3.	4.

Race Codes: W=White B=Black H=Hispanic A or PI=Asian or Pacific Islander AI or AN= American Indian/Alaskan Native