

**FACULTY - REQUEST TO HIRE FORM**

**Department**

**Position Title**

**Candidate Selected**

**Beginning Date of Employment**

**Email address of Candidate Selected**

**Mobile Phone Number of Candidate Selected**

**Proposed Salary**

***Note: Attach supporting documentation (i.e. reference checks, evaluation forms, hand-written & typed notes, etc.) for ALL candidates that were interviewed. Then, forward to the Provost for approval.***

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**GENERAL INFORMATION**

Tenure track

Visiting/Non-tenure track

Professor of Practice

Adjunct

Total Number of Applications

Total Number of Candidates Interviewed

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**APPROVAL SIGNATURES**

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
                  Department Head

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
                  Provost

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
                  Director of Human Resources

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