



Instructions

FACULTY/LIBRARIAN SEARCH REQUEST

I. Department Request

New Position Replacement Rank Requested: _____
Start Date: _____ Department Code: _____
Name of previous faculty member in position (if applicable): _____

➔ _____
Department Chairperson/Date

➔ _____
College Dean/Date

II. Salary and Position Number

Associate Provost for Academic Affairs Approved Maximum Salary: _____
(Please note that the figure listed is the MAXIMUM salary amount available for this position. We suggest initial salary offers be below this number to ensure flexibility in future negotiations.)

Position Number: _____

➔ _____
Budget Director – Provost Budget Office

Date

➔ _____
Associate Provost – Academic Resources and Planning

Date

III. Employer Data

College: _____ Department: _____
Search Chair: _____ Contact Number: _____
Search Number: _____

IV. Job Data

Position Title: _____ Scope of Search: _____

V. Publications

Publications used to advertise position: _____

VI. Approvals

➔ _____
Associate Provost, Academic Affairs

Date

➔ _____
Provost

Date

➔ _____
Asst. to the President for Diversity & Equal Opportunity

Date