Request to Fill a Faculty/Librarian Position

Name of (primary) department requesting the position ________________________________
Names of other departments involved if joint appt: ____________________________________
This request is for the position of (check one): □ Tenure-Track □ Non-tenure Track

This is a request for (check one)
□ a replacement for __________________ (attach written verification of retirement/resignation)
□ a new or reallocated position (Dean or Provost must complete box below)

Check One:
□ New position funding plan: ________________________________________________________
□ Reallocated position PIN NO: ______________________________________________________

Brief description of position including specialty(ies) required or preferred (indicate which):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Anticipated rank (check all that apply): □ Assistant/Instructor □ Associate □ Professor
□ Librarian I □ Librarian II □ Librarian III
Requested Start Date: ________________________________

Summary of responsibilities (check one):
□ Standard faculty expectations for rank offered.
□ Other (please specify) ________________________________________________________________

Experience and education required (check all that apply)
□ Doctorate in ________________________________
□ Master’s degree in ________________________________ □ Other: ________________________________

□ Check if the department is requesting the conversion of an existing contractual faculty member or librarian
rather than a search to fill this position. If so, please attach a curriculum vita of the faculty member or librarian
and a brief justification for conversion without a search.

□ Please attach a brief (approximately one page) justification outlining the need for this position and the criteria
used to evaluate the applicants.

1) _____________________________________________ Date
   Department Chair/Head

2) _____________________________________________ Date
   School Dean

3) _____________________________________________ Date
   Provost

Human Resources Office Use Only
Position Filled by: ____________________________________________
Title: ____________________________________________
PIN #: ____________________________________________
Effective Date: ____________________________________________

A copy of this signed form should be sent to Human Resources. Except in cases where a conversion of an existing faculty member is
being requested, a work order listing advertising locations and position announcement should accompany the form so that H.R. can
place the ad in the listed locations and in the SU News.

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