HPC#

Request Authorization to Recruit Academic Personnel

Department: **Dept Code:**   **Mail code:**

Rank/Title: (see ACD505-02 or ACD505-03 for allowable titles/ranks)

FTE%:   **Is this a pool recruitment?** (Instructors, FAs only)   Y   N

Type of Hire

Regular
Non-track or
Non-continuing (NT/NC)

Term of Hire

Academic Year
Fiscal Year
Semester
Summer

Classification

Faculty (see ACD505-02)
    Tenured
    Tenure-track
    Not on track (year to year)
Academic Professional (see ACD505-03)
    Not on track (year to year)
    On track or Continuing status
Postdoctoral Research Scholar
    Not on Track (year to year)

Budget Impact

Is this a new line to your unit and/or a backfill?
    New line to the unit
    Backfill (replacement can be different title)

If backfill, who is being replaced?

(First/Last Name)

(Title)

Proposed Source and Amount of Salary Support (check and detail all that apply for each FTE requested):

Source	Amount	Account #(s) as applicable	Other details (as applicable)
	$		
	$		
	$		

Proposed Source and Amount of Non-Salary Support (check and detail all that apply for each FTE requested):

Source		Account #(s) as applicable	Purpose (start-up, renovation, etc)
	$		
	$		
	$		

1. **Provide a brief programmatic justification for the position:**

2. **Provide any other details that may impact this position** (e.g. location of office/lab space, other financial considerations):

Contact and Approvals

		Dean's Office only
Unit Contact name:	**Chair/Director signature**	**Dean signature**
Extension:		
Date:		
Chair/Director name:		