

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)

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 Associate
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	Amount	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

Unit Contact name:

Extension:

Date:

Chair/Director name:

Chair/Director signature

Dean's Office only

Dean signature