



Request to Hire - Template for Faculty Positions

Faculty Candidate Name:

Unit(s), if joint appt, be sure to send a draft of the Memorandum of Understanding:

Current position:

Education (*note all degree's – name of school and year received or to be received*):

Position Details:

College Position Number:

Rank/Area:

Requested Salary:

Requested Startup Funds and Terms:

Start Date:

Pay Basis (*typically 9-months*):

Voting Rights (yes or no):

Office Space:

Teaching Load (*note the normal load and any requested course reductions*):

U.S. Citizen:

Moving Costs (\$3,000 for Assistant; \$4,000 for Associate; \$5,000 for Full is provided):

Unit Vote:

Summary of Candidate:

Please be sure to send the Associate Dean and LaTasha Robinson the following items:

- Candidate CV
- Job Ad
- Approved APR Form
- 3 Letters of Recommendation (signed)
- Memo of "Request to Make Offer" from department chair or school director (this must summarize who was interviewed, all votes, the startup needs from the candidate's proposal (if applicable), why this candidate was chosen, etc.)

If the candidate will be **hired with tenure**, the aforementioned items are needed in addition to the following as a PDF file, with bookmarks as required by the Office of the Provost:

- Department Chair/School Director's Letter - detailing the candidate's contribution in research, teaching and service.
- Vote Summary Page – this would be completed as if the candidate was seeking T&P (the vote for **hire with tenure** will go in the tenure section, the vote for **hire at the rank of Associate or Full Professor** will go in the promotion section)
- Tenure and Promotion Ballots (the promotion ballots support the hire rank and not an actual "promotion" with justifications.
- Candidate CV
- 3 signed letters of recommendation
- Unit Tenure and Promotion Criteria