

Appendix B: Faculty Recruitment Request Form (2013-14)

Use as cover sheet for permission to recruit a faculty position. Please read the SMU Faculty Search and Recruitment Guidelines before filling out this form.

Position Title _____ **Position No.** _____

Department/Division _____ **Anticipated Start Date** _____

Status: [] New Position [] Open Position [] Provost Approved Position
(Check all that apply) [] Tenured [] Tenure Track [] Not on Tenure Track

Name of Incumbent: _____

Proposed Title/Rank: [] Professor [] Associate [] Assistant
[] Senior Lecturer [] Lecturer [] Professor of Practice

If other, please specify _____

Active Status: [] Full Time [] Part Time Length of Term _____

Budget Acct. No. _____ **Proposed Salary Offer** _____ **Budgeted Salary** _____

If proposed salary is higher than budgeted salary, identify source of additional funds:

Additional Costs: Start-up \$ _____ On-going \$ _____

Building/Office Room Number: _____

Building/Lab Room Number: _____

ATTACH:

1. List of proposed Search Committee members (designate chair) and indicate race and gender of each member. All search committees are expected to have a mix of members in terms of gender and ethnicity.
2. Recruitment Plan (must contain items 1-3 of Appendix C). Section C-4 contains suggestions that may be useful in the search.

AUTHORIZATION (in the following order):

School/College Financial Officer Approval _____ Date _____
(Budgetary considerations)

Dean Approval _____ Date _____

IAE Review and Acceptance per UPM 6.7 _____ Date _____

Provost Approval _____ Date _____