



1. Faculty Recruitment Request Form

Please read the SMU Model for Faculty Search and Recruitment for guidance before filling out this form.
Complete sections 1 and 2 and submit this form for permission to recruit for a full-time faculty position.

1. Proposed Faculty Position Information

Position Title _____ Position No. _____

School _____ Department/Division _____

Proposed Salary Offer _____ Anticipated Start Date _____

Status: ☐ Tenured/Tenure Track ☐ Not on Tenure Track

Name of Search Chair _____

Title/Rank: ☐ Professor ☐ Associate ☐ Assistant ☐ Clinical

(check all that apply) ☐ Senior Lecturer ☐ Lecturer ☐ Professor of Practice

☐ Other - Please specify: _____

Budget Acct. No. _____ Budgeted Salary _____

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

Additional Costs (if applicable): Start-up \$ _____ On-going \$ _____

2. Attach the following supporting materials in a single bookmarked pdf to this form:

I. List of the proposed search committee members with designated Search Chair indicated –

- All search committees must have at least three faculty members.
- All search committee members are encouraged to take the CIQ Searching Intelligently workshop.

II. Recruitment Plan – The plan must contain the following three items:

- 1) List of publications confirming advertising/announcement placements.
- 2) Outreach plans
- 3) Full advertisement that includes the six required components of an advertisement:
 1. Position Number
 2. Start Date
 3. Priority Consideration Date
 4. Minimum Qualifications explicitly stated (educational & experience)
 5. Background Check Statement
 6. SMU Nondiscrimination Statement (ad version)

See SMU Model for Faculty Search and Recruitment for suggestions and other guidance.

3. Submit for Authorization (in the following order):

School/College Financial Officer Approval: _____ Date _____

CIO Review: _____ Date _____

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____