



5. Request for Visiting Faculty Position

Complete sections below and submit this form before extending an offer to a candidate.

Enter Faculty Position Information and Reasons for Visiting Position Request

Position Title _____ Position No. _____

School _____ Department/Division _____

Prospective Candidate's Name (if known): _____

Name of Contact in Dept/School : _____ Anticipated Start Date _____

Provide an explanation of the circumstances that occasion this request. Include future plans for this position.

Provide an explanation of how faculty input was gathered and how the decision will be communicated.

Provide confirmation of funding: Financial Business Manager

Please attach an email from the Financial Business Manager that confirms sufficient funding is available .

Confirmation of review

Check here to confirm the contract will be for no more than one year (per Policy 2.4 Faculty Recruitment and Appointment). A second (final) year requires prior approval of the Provost. Any multi-year contracts would require that the visiting faculty member apply through the regular search process.

Dean review _____ Date _____

Provost review _____ Date _____