

College Hiring Requests for Fiscal Year  Academic Year

Revised 5/2014

Department Name / Number \_\_\_\_\_  
Position Number \_\_\_\_\_  
Position Title \_\_\_\_\_  
Salary \_\_\_\_\_  
Fringe \_\_\_\_\_  
Anticipated startup costs \_\_\_\_\_  
Project / Funding Source \_\_\_\_\_

Circle one  
Unclassified / Classified  
Tenure line / Nontenure track  
Permanent / Temporary  
Full-time / Part-time  
Employee Name  
- if known \_\_\_\_\_

If documented retirement or joint appointment funding will be used, be sure to note.

Fit with Department / College priorities and strategic plans:

Anticipated retirement(s):

Student involvement in decision and hiring:

Plans to be used to attract a diverse applicant pool:

Time frame for return on investment:

Approvals:

\_\_\_\_\_  
Department Head                      Date

\_\_\_\_\_  
Dean    Date

\_\_\_\_\_  
Dean  
(If joint funded)                                      Date

\_\_\_\_\_  
Provost    Date