

Tenure-Track Recruitment Request Form

(This form must be completed for every tenure-track recruitment request)

Date Submitted: _____ College: _____

Department: _____ Area of Specialization: _____

Rank of Appointment: _____ Expected Date of Appointment: _____

Check one box below:

- Readvertise previously failed search, include previous search #: _____ (Required)
- Convert non-tenure-track position
- New position allocation
- Replace tenured/tenure-track position

If this position is a replacement, fill in the information below:

Name: _____ Date of Termination: _____

Required Documentation:

(1) Position description; (2) Advertisement; (3) Recruitment plan

Department Chair

Date

College Dean's/ University Librarian's endorsement and comment (attach detailed statement if necessary):

College Dean

Date

FOR INTERNAL USE ONLY

Academic Resources

Associate Vice President for Academic Resources

Date

Faculty Affairs & Professional Development/ Affirmative Action

Search #: _____

Dean of Faculty Affairs & Professional Development

Date

Comments:

University Provost, Academic Affairs

You are hereby authorized to begin the process of filling the position described above.

Provost and Vice President for Academic Affairs

Date

In order to advertise a position, the following steps must be completed:

- 1) The Provost's approval of the Dean's request to open the search.
- 2) The Dean of Faculty Affairs' approval of the position description; advertising copy, and recruitment plan.

All recruitment for tenure-track positions shall follow the relevant Academic Senate policies and the SFSU Faculty Recruitment and Hiring Handbook.