

**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.