

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) Job Advertisement; (3) Recruitment and Outreach 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

Faculty Affairs & Professional Development

Dean of Faculty Affairs and Professional Development
Comments:

Search #: _____

Date

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

- 1) The Provost's approval of the College Dean's request to open the search.
- 2) The Dean of Faculty Affairs' approval of the position description, job advertisement and recruitment and outreach plan.
- 3) A search number has been assigned to each approved tenure-track position.

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