FACULTY REQUEST TO HIRE

Department:	Position Title:	
Candidate Selected:		
Proposed Salary: From GL Account#:	Available Balance:	as of Date (MDY)
GENERAL INFORMATION Visiting, Non-tenure track Tenure-track Adj	junct	
Beginning Date of Employment:		
Total Number of Applications: Total Number of Car	ndidates Interviewed:	
Supporting Documentation Required: Attach reference checks, evaluation forward to the Provost for approval.	ation forms and release forms and any other	supporting documentation, then
APPROVAL SIGNATURES		
Signature:	Signature:Provost	Date
Signature:		
TO BE COMPLETED BY HUMAN RESOURCES		
Background checks completed:		
Offer Letter Routed for Signature:		

EVALUATION

Please list the names of those serving on the Search Committee:							
Name of Candidate Interviewed	M/F	Race (If known)	Key Qualifications: List the key qualifications in boxes 1-4 for the position and indicate the degree to which each candidate meets each essential qualification. (For example: Meets, Exceeds, Does not meet).				
			1.	2.	3.	4.	