**FACULTY POSITION RECRUITING AUTHORIZATION FORM**

<table>
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<tr>
<th>Today's Date:</th>
<th>College/School/Academic Unit:</th>
<th>HR Department Name(s):</th>
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**POSITION INFORMATION**

- **Proposed Faculty Title:**
- **Academic Rank & Tenure Status:**
- **HR Position No(s):**
- **HR Job Code:**
- **Anticipated Appointment Effective Date:**

**POSITION COMMENTS/COMMITMENTS**

(Salary, start-up funds, and space are the responsibility of the School or College unless otherwise indicated and approved below.)

- **Estimated Salary Range (Min-Max):**
- **Space Commitment (office and lab needs):**
- **Estimated Start-Up Costs:**
- **Moving Allowance:**
- **Joint Appointment Information:**
- **Tenure Department:**
- **Source of Funds to Support Position:**
- **Provost Commitment Amount:**
- **Other Commitments/Remarks:**

**APPROVALS (Please sign and date.)**

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<tr>
<th>Person/Title Initiating Request:</th>
<th>TYPED NAMED:</th>
<th>SIGNATURE:</th>
<th>DATE:</th>
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- **Joint Department Approval:**
- **Dean's Approval:**
- **Joint Appointment Dean's Approval:**
- **Budget Authorization (Provost):**
- ***Required only when Provost commitment exists.**
- **Academic Affairs Authorization (Faculty Affairs):**

**NEW HIRE INFORMATION (Complete and submit with offer letter acceptance sent to Faculty Affairs.)**

<table>
<thead>
<tr>
<th>Name of Person Receiving Offer:</th>
<th>Employee ID # (PeopleSoft)</th>
<th>Highest Degree and Year Conferred:</th>
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