



**School of Medicine and Health Sciences**  
**REQUEST TO RECRUIT**  
 Faculty & Post-Doctoral Positions



Department/Academic Home:

Rank suggested for position:  Full or Part Time:   
 Percent of FTE:

New Position: 

Yes	No
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 Replacement 

Yes	No
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 Replacement For:

Title suggested for position (if applicable)

Potential start date:  Position #:  Job Code:

Suggested Salary (i.e., \$85,000+):

Source of Funds:	Accounting Code:	Percentage:

Type of appointment: Probationary      Tenured      Special

Recruiting timelines (review by or deadline date):

Offers 100% remote work:    Yes    No  
 Offers hybrid flexibility:    Yes    No  
 Able to sponsor visa:        Yes    No

**NOTE: Attach the proposed advertisement to include the complete job description with essential job functions/requirements (if split appointment, indicate percentage of appointment by department/unit and specific duties in each department/unit) and the minimum and preferred qualification screening sheets. The minimum recruiting period is 10 working days from initial posting. All applicants must apply and upload other requested documentation on-line**

Required Signatures:

Department Chairperson	Date	Associate Dean (as appropriate)	Date
Human Resources	Date	Education & Faculty Affairs	Date
Dean/VP for Health Affairs or Dean's Designee	Date	Budget (Review only)	Date