



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



Department/Academic Home:

Rank suggested for position:

Full or Part Time:

FTE:

New Position:

Yes

No

Replacement

Yes

No

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):

_____ I have read the [diversity statement](#), discussed this recruitment with the Assistant Dean for Gender Equity and will charge the
 Chair Initials search committee appropriately.

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 percent 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_____
Assistant Dean, Gender Equity_____
Date_____
Office of Education and Faculty Affairs_____
Date_____
Human Resources_____
Date_____
Budget (Review only)_____
Date_____
Vice President for Health Affairs_____
Date