



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:

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 time lines (review by or deadline date):

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

NOTE: Attach the proposed advertisement, 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), the position justification form, and the minimum and preferred qualification screening sheets. The minimum recruiting period is 14 days from initial posting. All applicants must apply and upload other requested documentation through Recruiting Solutions.

REQUIRED SIGNATURES:

 Department Chairperson Date

 Assistant Dean, Gender Equity Date

 Human Resources Date

 Vice President for Health Affairs Date

 Associate Dean (Medicine/Research or Health Sciences) Date

 Office of Education and Faculty Affairs Date

 Budget (Review only) Date