



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:

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 [diversity statement](#) for SMHS and will charge the search committee appropriately.
 Chair Initials

NOTE: Attach the proposed advertisement (all applicants must go through AppliTrack), 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 screening sheets.

Minimum recruiting is 14 days from posting.

REQUIRED SIGNATURES:

 Department Chairperson Date

 Associate Dean (Medicine/Research or Health Sciences) Date

 Equal Opportunity/Title IX Date

 Office of Education and Faculty Affairs Date

 Vice President for Health Affairs Date

 Budget (Review only) Date